

# **STUDENT**

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# **GUIDE 2022**

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# WELCOME TO VICTORIA UNIVERSITY SYDNEY (VU SYDNEY)

On behalf of VU Sydney, I am delighted to welcome you. We value the intellectual and creative energy you bring as you embark on a significant program of study.

Victoria University's Sydney campus offers you a high-quality academic experience in one of the world's best student cities. Our degree and postgraduate programs are delivered by academic experts in international education and are carefully designed to prepare you for professional careers.

As a student, you are an important part of our community of scholars and we value your contribution and participation. We take great pride in supporting students from across the globe so that you can achieve the best outcomes.

I urge you to set high goals for yourself and to take advantage of all that VU Sydney has to offer.



**Felicity Davis Rafferty**  
Campus Director and Principal



Felicity Davis Rafferty

**“WE SUPPORT STUDENTS FROM  
ALL OVER THE WORLD TO ACHIEVE  
THE BEST POSSIBLE EDUCATIONAL  
OUTCOMES.”**

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## About this guide

VU Sydney reserves the right to alter any course, dates, procedure, regulation or fee. Students should carefully read all official correspondence and consult student services as necessary.

For the latest information visit [www.vu.edu.au/vu-sydney](http://www.vu.edu.au/vu-sydney)

# IMPORTANT DATES: HIGHER EDUCATION DIPLOMA & UNDERGRADUATE PROGRAMS

## 4 WEEK BLOCK STUDY DATES

### SUMMER BLOCK

17 JANUARY – 11 FEBRUARY 2022 Teaching date	Last day to add units: 19 January Census: 24 January
14 FEBRUARY 2022	Results published

### WINTER BLOCK

27 JUNE – 22 JULY 2022 Teaching date	Last day to add units: 29 June Census: 4 July
25 JULY 2022	Results published

### SEMESTER 1 – BLOCK 1

21 FEBRUARY – 18 MARCH 2022 Teaching date	Last day to add units: 23 February Census: 28 February
21 MARCH 2022	Results published

### SEMESTER 2 – BLOCK 1

1 AUGUST – 26 AUGUST 2022 Teaching date	Last day to add units: 3 August Census: 8 August
29 AUGUST 2022	Results published

### SEMESTER 1 – BLOCK 2

21 MARCH – 14 APRIL 2022 Teaching date	Last day to add units: 23 March Census: 28 March
22 APRIL 2022	Results published

### SEMESTER 2 – BLOCK 2

29 AUGUST – 23 SEPTEMBER 2022 Teaching date	Last day to add units: 31 August Census: 5 September
26 SEPTEMBER 2022	Results published

### SEMESTER 1 – BLOCK 3

26 APRIL – 20 MAY 2022 Teaching date	Last day to add units: 28 April Census: 2 May
23 MAY 2022	Results published

### SEMESTER 2 – BLOCK 3

3 OCTOBER – 28 OCTOBER 2022 Teaching date	Last day to add units: 5 October Census: 10 October
31 OCTOBER 2022	Results published

### SEMESTER 1 – BLOCK 4

23 MAY – 17 JUNE 2022 Teaching date	Last day to add units: 25 May Census: 30 May
20 JUNE 2022	Results published

### SEMESTER 2 – BLOCK 4

31 OCTOBER – 25 NOVEMBER 2022 Teaching date	Last day to add units: 2 November Census: 7 November
28 NOVEMBER 2022	Results published



# IMPORTANT DATES: POSTGRADUATE PROGRAMS

## 8 WEEK BLOCK STUDY DATES

### BLOCK 1

21 FEBRUARY – 14 APRIL 2022

Teaching date

Last day to add units:

25 February

Census: 7 March

22 APRIL 2022

Results published

### BLOCK 2

26 APRIL – 17 JUNE 2022

Teaching date

Last day to add units:

29 April

Census: 9 May

20 JUNE 2022

Results published

### BLOCK 3

1 AUGUST – 23 SEPTEMBER 2022

Teaching date

Last day to add units:

5 August

Census: 15 August

26 SEPTEMBER 2022

Results published

### BLOCK 4

3 OCTOBER – 25 NOVEMBER 2022

Teaching date

Last day to add units:

7 October

Census: 17 October

28 NOVEMBER 2022

Results published

### BLOCK 5

28 NOVEMBER – 10 FEBRUARY 2023

Teaching date

Last day to add units:

2 December

Census: 19 December

24 DEC 2022 – 06 JAN 2023

Study break

13 FEBRUARY 2023

Results published



## AUSTRALIAN PUBLIC HOLIDAYS 2022

<b>1 JANUARY</b>	New Year's Day
<b>3 JANUARY</b>	Additional Public Holiday (New Year's Day)
<b>26 JANUARY</b>	Australia Day
<b>15 APRIL</b>	Good Friday
<b>16 APRIL</b>	Easter Saturday
<b>17 APRIL</b>	Easter Sunday
<b>18 APRIL</b>	Easter Monday
<b>25 APRIL</b>	Anzac Day
<b>13 JUNE</b>	Queen's Birthday
<b>3 OCTOBER</b>	Labour day
<b>25 DECEMBER</b>	Christmas Day
<b>26 DECEMBER</b>	Boxing Day
<b>27 DECEMBER</b>	Additional Public Holiday (Christmas Day)
<b>1 JANUARY</b>	New Year's Day
<b>2 JANUARY</b>	Additional Public Holiday (New Year's Day)
<b>26 JANUARY</b>	Australia Day

## UNIVERSITY CLOSURE/HOLIDAYS

**23 DECEMBER 2022 TO 03 JANUARY 2023**

**Note: If you miss classes due to public holidays, an alternate mode of delivery will be communicated to you by your course coordinator.**





MICHELE (ITALY)  
Bachelor of Business (Accounting)



# ENROLMENT

Enrolment is an essential part of university life. All students have a responsibility to enrol in the required units as per their course structure, and in time for the start of their study period (see Important Dates).

View the course structures at [vu.edu.au/vu-sydney/courses-at-vu-sydney](https://vu.edu.au/vu-sydney/courses-at-vu-sydney)

Students should contact their course coordinator for specific unit advice. You can find their contact details at [vu.edu.au/vu-sydney/contact-vu-sydney](https://vu.edu.au/vu-sydney/contact-vu-sydney)

International students must maintain a full-time study load. A full time study load is equivalent to four units of enrolment per semester. To ensure you are enrolled in the correct units, you should consult relevant course structures.

Commencing international students who do not enrol in their designated commencing study period are reported to the Department of Home Affairs (DHA) for 'non-commencement of studies'. Similarly, continuing international who do not re-enrol in future study periods, are reported for 'failure to re-enrol'.

If you need enrolment assistance during your studies, please contact us at [enrolments@vusydney.edu.au](mailto:enrolments@vusydney.edu.au) for enrolment support advice.

First time enrolment information can be found at [vu.edu.au/vu-sydney-enrolment](https://vu.edu.au/vu-sydney-enrolment)

Important dates for enrolment for the rest of 2022 can be found at [vu.edu.au/vu-sydney/current-students-vu-sydney/vu-sydney-timetables-calendars](https://vu.edu.au/vu-sydney/current-students-vu-sydney/vu-sydney-timetables-calendars)

## COURSE DURATION

International students are required to enrol in a full-time study load to complete their course within the expected duration outlined in their Confirmation of Enrolment (CoE). A full-time study load is 4 units per semester, with 8 units to be taken in an academic calendar year.

## ACCESSING YOUR TIMETABLE

Timetables and class locations are self-managed via MyVU. You will need to enrol in a unit and then complete an allocation to a specific class timetable. You can use the timetable planner at [timetableplanner.vu.edu.au/2022](https://timetableplanner.vu.edu.au/2022) to help plan your timetable.

## CHANGING YOUR ENROLMENT

Enrolment is self-managed via MyVU. As you progress from block to block, you may vary your unit selection if required. You can amend your enrolment without penalty until the enrolment deadlines outlined on pages 4 and 5.

All information on changing your enrolment can be accessed at [vu.edu.au/vu-sydney-change-enrolment](https://vu.edu.au/vu-sydney-change-enrolment)

The University has a legal responsibility to report any changes to your enrolment to the DHA. This includes changes in your study load and also when you have completed your studies with the University. If a variation to your enrolment at the University is reported to the DHA, you are advised to contact them directly to discuss your student visa options.

Contact details for the DHA can be found at [homeaffairs.gov.au](https://homeaffairs.gov.au)

## REDUCED STUDY LOAD

Applications for a reduced study load can only be accepted in the following circumstances:

- **course structure** - If you are unable to enrol in a full-time study load due to the structure of your course or if a unit of study becomes unavailable
- **academic progress** - If you are at risk of making unsatisfactory progress, and academic staff recommend a reduced study load to help you meet course requirements
- **compassionate circumstances** - If you are unable to study a full-time load due to illness, injury, bereavement of close family members or involvement in a traumatic experience.

The University will notify the DHA when you have been granted a reduced study load that affects your course duration.

To apply, international students must complete a Reduced Study Load form along with the Unit of Study Amendment form found at: [vu.edu.au/vu-sydney-forms](https://vu.edu.au/vu-sydney-forms)

Please note that you will need to provide supporting documentation as part of this process.

There is more information on changing your study load at [vu.edu.au/current-students/your-course/enrolment/change-your-enrolment/change-your-study-load](https://vu.edu.au/current-students/your-course/enrolment/change-your-enrolment/change-your-study-load)

## NON-ENROLMENT AND WITHDRAWALS

Your student enrolment details must be finalised for each semester by the census date. If you withdraw from your units, you may incur financial and academic penalties. For more details regarding census dates for 2022 please visit [vu.edu.au/vu-sydney/current-students-vu-sydney/vu-sydney-timetables-calendars](https://vu.edu.au/vu-sydney/current-students-vu-sydney/vu-sydney-timetables-calendars)



## DEFERRING YOUR COURSE INTAKE

Deferring your course intake is available only to commencing students. If you wish to defer your course, you are required to complete a Defer Your Studies/Change of Course Preference form and submit it to admissions before your scheduled enrolment session at [apply@vusydney.edu.au](mailto:apply@vusydney.edu.au)

Please note:

- it is not possible to apply for deferral after you have enrolled in units
- if your course is not available in subsequent intakes, you may need to negotiate an alternative study option
- applicants should not enrol before deferring. A deferment is a guarantee that the place of offer will be available for the applicant to enrol, subject to course availability.

The Defer Your Studies/Change of Course Preference form can be found at [vu.edu.au/vu-sydney/enrol-at-vu-sydney/change-your-enrolment](http://vu.edu.au/vu-sydney/enrol-at-vu-sydney/change-your-enrolment)

## LEAVE OF ABSENCE

In some limited circumstances, you may need time away from your studies. This is known as leave of absence. We advise you to speak to the student services team before you apply.

You can request an appointment by contacting us at [studentservices@vusydney.edu.au](mailto:studentservices@vusydney.edu.au)

You may be eligible to apply for leave of absence if you have been affected by:

- serious illness or injury (evidence: detailed medical certificate outlining severity of illness)
- death of a close family member (parent, sibling, spouse, or child) (evidence: death certificate)
- involvement in a traumatic experience (e.g. being a victim of, or witnessing, a serious crime or critical incident) (evidence: police report)
- political upheaval or natural disaster in home country requiring emergency travel (evidence: notification from the Department of Foreign Affairs and airline ticket)
- unavailability of pre-requisite units due to unusual course structure or provider default (evidence: college email confirming unusual course structure or provider default)
- military service in home country (evidence: official notice from the home government department managing conscription).

Your leave of absence application is subject to approval. If you decide to apply, you must submit an application with certified or original copies of any relevant supporting documents such as death or medical certificates.

Your application for leave of absence must be received by the census dates. The University will notify the DHA that you have been granted a leave of absence. It may affect your student visa. For advice, please phone the DHA on 131 881.

## CoE EXTENSIONS

Some students may require an extension of their CoE. Applications for CoE extensions should be lodged at least six weeks before your student visa expires by completing an international request for a Confirmation of Enrolment (CoE) Extension Application form.

There is more information on CoE extension application at [vu.edu.au/current-students/your-course/enrolment/change-your-enrolment/confirmation-of-enrolment-coe-extension](http://vu.edu.au/current-students/your-course/enrolment/change-your-enrolment/confirmation-of-enrolment-coe-extension)

## CHANGE OF PERSONAL DETAILS

It is important that personal details are kept current as important information will be sent to the nominated address for correspondence. VU also sends email and SMS messages when necessary so it is important that you also update this information.

Students can change contact details via the following:

### MYVU

1. Login via [myvu.edu.au](http://myvu.edu.au)
2. Enter your student ID and password
3. Click on My Details
4. Click on Personal Profile
5. Make the changes and save

## IN PERSON

Collect a Personal Details Amendment form from student services or download the form at [vu.edu.au/vu-sydney-forms](http://vu.edu.au/vu-sydney-forms)

Amendments to change of name, title, date of birth and gender must be done in person by submitting the Personal Details Amendment form together with supporting documents such as (passport, birth certificate or extract, deed poll documents) to student services. You will also be asked to show your student ID card. Any awards/certificates produced at the conclusion of your course will be issued under the new amended name.





DUMINDI (SRI LANKA)  
Master of Business (Enterprise Resource Planning Systems)



# CREDIT (ADVANCED STANDING)

Applying for Credit (Advanced Standing) is the process used to recognise current and prospective students' equivalent past study and relevant experiences, which may reduce the time to complete your chosen course at Victoria University Sydney.

Please note that the deadline for receiving Credit (Advanced Standing) applications for 2022 is before the intake start date. Applications received after this date will only be assessed and processed the next study period.

It is important to note that your Electronic Confirmation of Enrolment (eCoE) end date will be shortened should your credit approval reduce your course duration by more than one semester. This may also affect your student visa expiry date — you can check on this through the Visa Entitlement Verification Online (VEVO) on the Department of Home Affairs at [homeaffairs.gov.au](https://homeaffairs.gov.au)

For enquiries please contact  
[advancedstanding@vusydney.edu.au](mailto:advancedstanding@vusydney.edu.au)

## ELIGIBILITY

All students enrolled in higher education courses at VU Sydney are eligible to apply for Advanced Standing (credentialed or experiential).

## SUPPORTING DOCUMENTATION

You will need to provide details for your previous study, work or life experience, including how it satisfies the learning outcome for the units you have requested as credit. For example:

- a copy of your official academic or completion transcript(s) unit descriptions
- a current copy of your CV or resume. Refer to the checklist on page five of the credit application (in MyVU portal) for the full list of supporting documentation required.

We do not require original documents. However, you may be asked to show original documents at a later stage. Copies do not have to be certified, but must be true and accurate.

If your academic record(s) are from an overseas or private institute(s), certified copies must be provided from the appropriate government body or professional association recognised in Australia (or an equivalent authority for students studying offshore). Documents in languages other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent body for offshore students.

We may contact your former institution(s) and your current and former employers for further information or clarification of your credit application.

# INTERNATIONAL STUDENT FEES AND CHARGES

As a VU Sydney student, you are required to pay international student fees for your program of study. Fees and charges vary depending on your course. The total course fees are outlined in your Written Agreement but please note that these amounts are indicative only. The indicative fee may change once the fee for each future year has been approved, and may be higher or lower than 3%, but shall not exceed 8%. Confirmed fees will be published by November of the preceding calendar year on the VU Sydney website.

When you enrol or re-enrol you will receive an invoice. This details all fees and charges and the due date for payment. All fees are listed in Australian dollars (A\$), are indicative and are subject to change.

Payment options are listed on your invoice. The University will invoice you (or your sponsor) each semester according to your enrolment in that semester. Course fees are subject to an annual increase. This is common practice in the higher education industry in Australia. VU reserves the right to annually adjust course fees to take into account increases in University and course delivery costs. Course tuition fees are invoiced per semester based on the enrolment for that particular semester.

If your fees are not paid by the due date, your enrolment can be cancelled and this will affect your student visa. VU is required to report any student who is no longer enrolled to the DHA. If cancellation of enrolment is reported to DHA by the University, you will need to contact DHA directly to discuss your student visa options.

## INTERNATIONAL STUDENT REFUNDS

International students who have paid their tuition fee upfront for a given semester and withdraw before the census date may be entitled to a full or partial refund according to the International Student Refund Policy. See more information at [vu.edu.au/vu-sydney-forms](https://vu.edu.au/vu-sydney-forms)

# TEAMS AT VU SYDNEY

## STUDENT SERVICES (GROUND LEVEL)

The student services team is located in the foyer on ground level. This team can assist with the following items:

- AskVU
- Student email
- Student ID card
- Student applications (Academic transcript/Testamur/Personal details amendment)
- Graduation information
- Student welfare and counselling services
- Student complaints and resolution
- Student social events and activities.

## STUDENT ADMINISTRATION SERVICES (LEVEL 1)

The student administration team is located in Room 1.04. This team can assist with the following items:

- Enrolment assistance
- Tuition fee inquiries
- Special consideration
- MyVU
- eCoE inquiries
- Payment inquiries.

## ACADEMIC SERVICES (LEVEL 1)

The academic services team is located in Room 1.04. This team can assist with the following items:

- Allocate plus
- Class timetable and location.

## COURSE COORDINATORS (LEVEL 1)

The course coordinators are located in Room 1.07 and 1.08. This team can assist with the following items:

- Course advice
- Enrolment mapping
- Review of assessment
- Academic grades inquiries
- Unit of Study Amendment
- Assessment feedback
- Extension of assignment requests
- VU Collaborate
- Unit waiver.

## LEARNING SUPPORT TEAM (LEVEL 1)

The learning support team is located in Room 1.09. This team can assist with the following items:

- Research skills
- Study skills
- Academic writing
- Academic integrity
- Referencing skills
- Librarian assistance
- VU online library assistance
- Library books.

## STUDENT CHARTER

The student charter represents a spirit of goodwill between the University and students that reflects the sentiment of mutual obligation for genuine support and action. We ask that all staff and students model their behaviour to reflect our values.

For more information visit [vu.edu.au/vu-sydney-campus](https://vu.edu.au/vu-sydney-campus)



QIN XU (CHINA)  
Master of Applied Information Technology



# ACCESS

As an inclusive and friendly University, VU is accessible to students and staff from diverse cultures, countries, socio-economic backgrounds, as well as to our industry, government and community partners.

# EXCELLENCE

VU is committed to excellence in education, research and knowledge exchange.



# RESPECT

The staff and students of Victoria University demonstrate respect for others from diverse countries and cultures, educational and socio-economic backgrounds, and for the natural environment. It is expected that students will:

1. engage actively with the educational, social and cultural life of the University
2. be fully committed to their own learning including taking responsibility for monitoring their own progress
3. respect the diversity of all students and staff and support an environment free from discrimination and harassment in accordance with Commonwealth and State Legislation and associated University policies
4. acknowledge that membership of the Victoria University community requires commitment to the ethical values of honesty, trust, fairness and responsibility including treating other students with respect
5. respect all University staff, property and facilities
6. provide honest and constructive feedback about their academic programs and participate in the continuous quality assurance processes of the University
7. acquaint themselves with University policies and procedures relevant to their enrolment and course of study and adhere to the rules and regulations of the University as they apply to students
8. take responsibility for meeting reasonable attendance requirements
9. take responsibility for keeping their own record of submitted work
10. activate and utilise the VU student email account for the duration of enrolment to ensure timely and accurate communication.





## STUDENT WELFARE SERVICE

Student welfare services are available to students to assist when life manages to get in the way of their studies. Our dedicated student services team can assist you in the provision of an advocate, mediator or support person if you need assistance with issues such as:

- applying for leave of absence
- payment plans for tuition fees
- enquiries on Overseas Student Health Cover (OSHC)
- applying for reduced study load.

The student services team is also available to provide advice related to the following items:

- notification of a student progress issue
- being identified 'at risk'
- academic or general misconduct issues
- on-campus activities and social events.

You can contact the student services team at **[studentservices@vusydney.edu.au](mailto:studentservices@vusydney.edu.au)**

## STUDENT COUNSELLING SERVICE

In partnership with the Education Centre of Australia (ECA), a counselling service is available to VU Sydney students. This service is free of charge. Our appointed counsellor is an expert in international student related issues. Appointments can be organised through the student services or email **[counselling@vusydney.edu.au](mailto:counselling@vusydney.edu.au)**

# TOOLS AND IT SERVICES

Once you are successfully enrolled, your IT access account is created. The best place for the latest information on services available is: **[vu.edu.au/current-students/new-to-vu/student-tools-it-services/student-email](https://vu.edu.au/current-students/new-to-vu/student-tools-it-services/student-email)**

This section provides information on default login details and how to get help for systems used within VU. It also provides log in support for VU Collaborate and MyVU.

## ONLINE ID CARD SUBMISSION

VU Sydney students must apply for their ID card online through ASKVU. Click on the Common links tab just below "Email us" and click "Request My Student ID Card".  
**[askvu.vu.edu.au/app/answers/detail/a\\_id/1550](https://askvu.vu.edu.au/app/answers/detail/a_id/1550)**

**You must have a VU Student ID card to sit your examinations.**

For any inquiries, please contact student services.

## STUDENT EMAIL – MICROSOFT LIVE

VU provides you with a free email account upon enrolment. You will have access to:

- 50GB of email storage
- instant messaging and photo-sharing
- calendars.

As a student, you are expected to regularly check your account for updates on the management of your course as well as key student administration matters such as census dates, results, re-enrolment, fees and graduations.

Your lecturers will send emails to your University email contact.

VU services and support use the student email to provide updates and outcomes to inquiries. You are strongly encouraged to use your student email account as your primary account to ensure you are receiving important communications from the VU community.

## HOW TO ACCESS MICROSOFT LIVE EMAIL

Information on accessing your email account can be found by clicking on the student email link at **[vu.edu.au/student-tools](https://vu.edu.au/student-tools)**

## MYVU

MyVU allows you to view all your profile details, results and facilitate a year-long enrolment. You can modify the portal view using drag and drop, add content, add and remove tab, and so on.

MyVU can be accessed at [myvu.edu.au](https://myvu.edu.au)

### NEW STUDENTS

**LOGIN:**

s<student ID number >  
eg. s1234567

**PASSWORD:**

date of birth  
format: ddmmyyyy

### CONTINUING STUDENTS

**LOGIN:**

s<student ID number >  
eg. s1234567

**PASSWORD:**

existing MyVU Password

If you have difficulties, contact the ITS Service Desk at [servicedesk@vu.edu.au](mailto:servicedesk@vu.edu.au) or +61 3 9919 2777 or submit a question on ASKVU.

## ASKVU

ASKVU is an interactive web portal for current VU students to view frequently asked questions (FAQs) and make and manage enquiries. You can login or search ASKVU at any time to find answers to your questions, or to ask a question.

Your question will be responded to within one business day, excluding weekends, university and public holidays.

ASKVU provides answers to questions about special consideration, student ID cards, graduations, alumni/graduates and library for onshore students. For more information, visit [vu.edu.au/askvu](https://vu.edu.au/askvu)

## SETTING UP AN ASKVU ACCOUNT

To make enquiries specifically related to your personal enrolment record or circumstances you will need to set up an ASKVU account.

## LOG INTO ASKVU

You need to login (using your username and password) if you want to make an enquiry. Responses from ASKVU are emailed to your university email account.

## THE VU APP

The Victoria University App is designed for all current students.

It provides a handy portal to all of your essential digital systems so you can keep track of your classes, assignments, essential activities, results and more.

Download the Victoria University App from the **Apple App store** or **Google Play store** to get started!

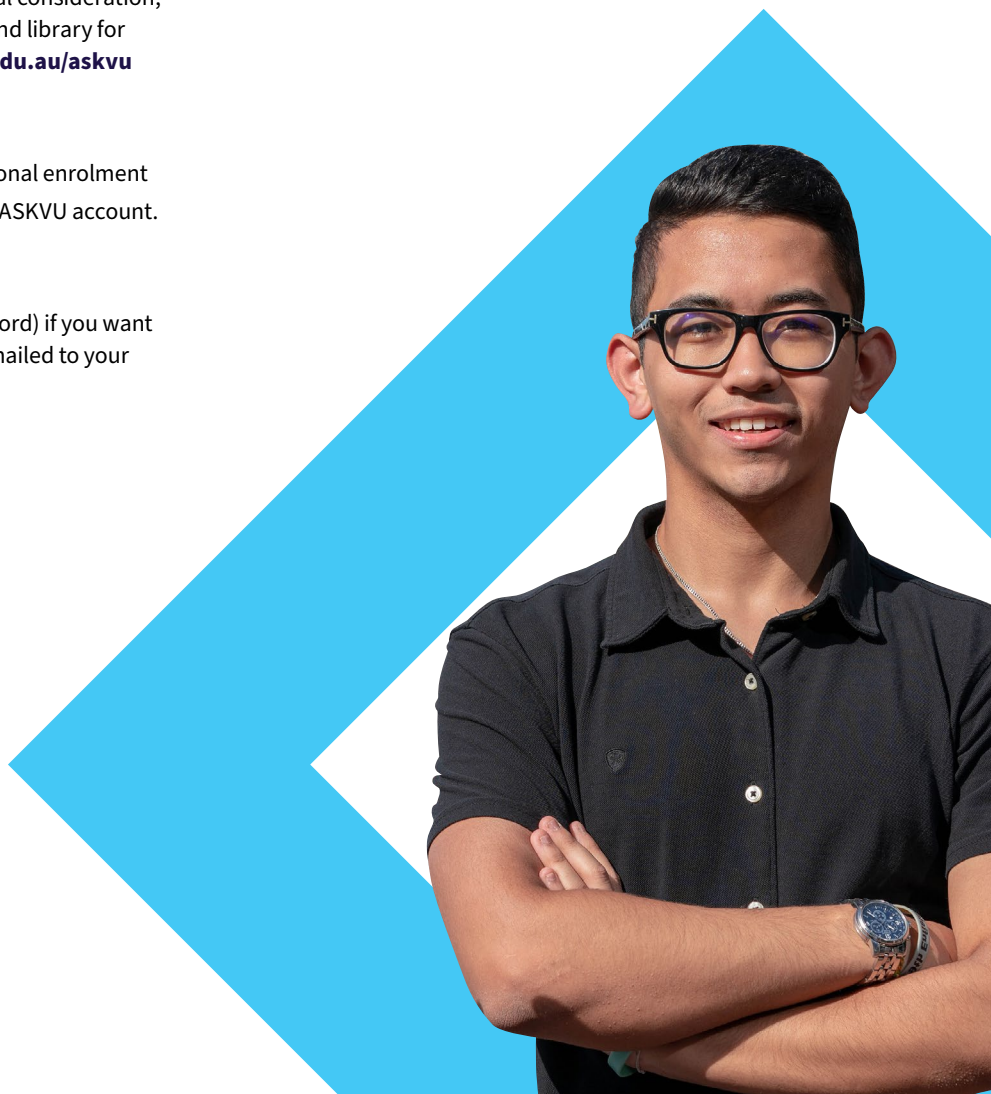
It is recommended that you download this app during your enrolment session.

## VU SYDNEY LIBRARY

VU Sydney has a library that provides students with required textbooks for each unit we deliver. The learning support team can assist you with accessing the VU online library resource. The Learning Hub on level 1 is the ideal place to seek assistance and get started on your academic journey.

Students also have access to library facilities as listed on the National Borrowing Scheme. This is a cooperative arrangement that allows students and staff of Australian and NZ universities to borrow in person from any other participating university library.

You can register for the National Borrowing Scheme at VU Sydney. You will need to provide a photo ID as well as proof of current enrolment - this could be student card from your home institution, enrolment advice or other proof from your university.



# ACADEMIC SERVICES

## VU COLLABORATE

Victoria University encourages and supports online learning through our learning management system (LMS) called VU Collaborate. This system allows you to:

- locate the link for Zoom classroom by going to the relevant unit learning space and clicking the 'Communication' menu
- view content and materials related to your studies
- upload and conduct assessments online, such as assignment submission and quizzes
- communicate and collaborate with your peers, tutors and instructors
- stay up to date with your learning progress.

### Logging in

- We recommend that you use Google Chrome as the preferred browser
- use MyVU to login to VU Collaborate
- log in with your "s" number (s1234567) and your password
- once logged in to MyVU, click on the 'VU Collaborate' link under 'My Learning'.

**LOGIN:**

  
eg. s1234567

**PASSWORD:**

**MY LEARNING**

▼

**VU COLLABORATE**

## UNITS OR ONLINE SPACES

All students have access to a Student Induction Space.

The Student Induction Space allows you to try out VU Collaborate as a student and learn more about the common tools that can support you in your studies.

Other units or online spaces will be available on VU Collaborate one week before semester begins – if you are unsure about anything, ask your lecturer or teacher.

Your previous units and courses are now on VU Collaborate, unless otherwise specified by your instructor.

## HELP & TROUBLESHOOTING

Use the **VU Collaborate help site** for information on:

- supported browsers
- computer requirements
- general troubleshooting
- understanding VU.

You can also access further information on VU Collaborate at [vu.edu.au/current-students/new-to-vu/student-tools-it-services/vu-collaborate](https://vu.edu.au/current-students/new-to-vu/student-tools-it-services/vu-collaborate)

## ITS SERVICE DESK HELP

Contact ITS Service Desk on +61 3 9919 2777 if you:

- have issues logging in
- experience system errors or technical errors
- cannot find information related to your issues and continue to have problems.

### For help relating to VU Collaborate:

- contact your lecturer/unit coordinator
- go to the VU Collaborate Student Help site (also available within VU Collaborate under the Support link )
- contact VU Sydney student services.

## ACADEMIC INTEGRITY

As you start or continue your studies at Victoria University, you need to complete academic integrity modules online on your mobile or a computer.

The academic integrity modules enable you to become familiar with the concept of academic integrity: what it means and why it is important to present authentic work and acknowledge the work of others.

We strongly encourage you to complete these modules so that you can prepare for an exciting and rewarding academic journey.

**[vu.edu.au/about-vu/news-events/news/studying-with-academic-integrity-complete-online-modules](https://vu.edu.au/about-vu/news-events/news/studying-with-academic-integrity-complete-online-modules)**

### Ouriginal (Urkund)

The plagiarism detection software used by VU is Ouriginal (Urkund) which is a text-matching software that is used to detect plagiarism. It compares Dropbox submissions with sources from student assignments, journals, textbooks and websites for similarities.

Ouriginal (Urkund) was founded in 2000 and placed best overall for the combination of usability and coverage in a recently published report by the European Network for Academic Integrity.

### Short extensions & special consideration

If you are struggling to submit an assignment due to unexpected circumstances, you may be able to apply for a short extension or special consideration.

For further information, visit **[vu.edu.au/current-students/your-course/assessments-progress-through-your-course/short-extensions-special-consideration](https://vu.edu.au/current-students/your-course/assessments-progress-through-your-course/short-extensions-special-consideration)**

Reasons for short extensions and special consideration may be:

- bereavement of an immediate family member
- medical reasons (either yourself or someone in your immediate family)
- personal trauma or crisis (eg. victim of crime, severe disruption to domestic arrangements)
- serious illness or psychological condition (eg. hospital admission, serious injury/illness, severe anxiety or depression)
- severe family issue.

Once the application for special consideration has been assessed, students will be notified of the outcome within five business days of receipt of the application. The outcome notification will be sent to your VU email address.

It is advised to give close attention to special consideration applications. Any incomplete or late forms will be rejected unless exceptional circumstances apply.





# ACADEMIC PROGRESSION

There is a course coordinator assigned to each course at VU Sydney for students to consult with at any point during their studies.

## COURSE COORDINATORS

- Provide students with accurate information about course progression and degree requirements
- assist students in understanding academic policies and procedures
- help students access academic resources which will enhance their ability to be academically successful
- assist students in overcoming educational and personal problems via referral to counsellor or tutoring service.

You can find your course coordinator contact details at [vu.edu.au/vu-sydney/contact-vu-sydney](https://vu.edu.au/vu-sydney/contact-vu-sydney)

## STUDENTS AT RISK

A student is designated 'at-risk' when he or she may require academic assistance as a consequence of:

- academic results are identified for Student Progress rules
- the student's self review and subsequent declaration that some form of support is needed
- observational assessment by teaching staff that the student appears to be vulnerable in terms of achieving satisfactory learning progress.

## UNSATISFACTORY PROGRESS DEFINITION

A student is considered to have made unsatisfactory progress, whilst enrolled in a particular program of study if that student:

- fails any two units or more in your course
- fails the same unit more than once.

Students who fail to make satisfactory academic progress can risk having their CoE cancelled for academic progress. This can then affect their student visa.

Student progress rules can be found at [vu.edu.au/current-students/your-course/assessments-progress-through-your-course/student-progress](https://vu.edu.au/current-students/your-course/assessments-progress-through-your-course/student-progress)

## TUTORING SERVICE

If at any point you feel you need some assistance with your study and want to improve your understanding of a unit, VU Sydney provides a free tutoring service for all students.

Contacts for tutors can be provided by the learning support team.

Contact details can be found at [vu.edu.au/vu-sydney/contact-vu-sydney](https://vu.edu.au/vu-sydney/contact-vu-sydney)

## POLICIES

Please familiarise yourself with the University's policies that relate to you as a student. Policies include:

- Student Charter
- Academic Integrity Policy
- Enrolment - Onshore
- International Student Refund Policy
- Student Progress rules
- Complaint Resolution
- Student Equity and Social Inclusion
- Learning and Teaching
- Children on Campus
- Copyright Material (Use of)
- Use of Email (Staff and Students)
- Privacy.

You can view all University policies at [policy.vu.edu.au](https://policy.vu.edu.au)



# HEALTH AND SAFETY

## VU SYDNEY IS COVID SAFE COVID-19 REGULATIONS

Stop the spread!

We need your help in keeping the VU Sydney community safe. When on campus you will need to:

- be fully vaccinated or have an authorised exemption with evidence submitted online
- check in to campus when you enter, using the Service NSW QR Code
- complete daily health screenings when coming on to campus via the Victoria University App (VU App)
- log in to VU's WiFi network.

Students are strongly encouraged to wear masks while on campus.

For more information regarding COVID-19 updates and the VU COVID Safe Plan, please visit [vu.edu.au/about-vu/news-events/news/vus-response-to-covid-19-coronavirus](https://vu.edu.au/about-vu/news-events/news/vus-response-to-covid-19-coronavirus)

## SAFETY AT VU SYDNEY

Victoria University is committed to providing a safe working environment to protect the health and well-being of students. This obligation extends to its staff, students, contractors, and visitors to ensure:

- health and safety within the workplace and
- to avoid adversely affecting the health and safety of others.

## WHAT CAN YOU DO TO KEEP SAFE?

Be informed – VU has work health and safety policies and procedures to reduce the likelihood of students and staff being put at risk.

At VU we all acknowledge our responsibilities and obligations under the Work Health and Safety Act 2011.

We will take reasonable and practicable precautions to manage hazards and risks for the health of students and staff. VU is committed to constantly working towards maintaining a safe university. Achieving these key objectives requires:

- acceptance of WHS responsibilities by everyone at VU
- consultation with all stakeholders including staff, students and contractors
- continuous improvement based on sound safety management and planning
- provision of resources to further develop, monitor and maintain the effective management of health and safety.

## CAMPUS SECURITY

VU Sydney has a dedicated security team on-site to help keep our students and staff safe. To facilitate identification, all students are required to wear lanyards with their student ID visible. If you do not have an ID visible, the security team may ask you to produce one or verify your status as a VU student. A digital version of your ID is available on the VU App.

You may be asked to leave the campus if you cannot identify yourself as a student.

Our campus opening hours are Monday to Friday, 8.30am to 5.30pm. Students are not permitted on site after closing time.

## EVACUATION PROCEDURE

There is a map in each level of the campus, showing the nearest assembly point.

Leave your classroom in an orderly fashion and pay attention to your teacher/lecturer and/or the emergency warden coordinating the evacuation. Remember the following important points:

- don't panic
- do not use the lifts under any circumstances
- leave by the nearest safe exit to your room
- regroup with your class members and your emergency warden/teacher/lecturer at the designated assembly point or area designated by the fire wardens as soon as you are clear of the building
- do not re-enter the building under any circumstances until the "All Clear" signal has been given by the Fire Brigade or Fire Warden.

## MEDICAL EMERGENCY

If a situation is life threatening, follow these procedures:

- contact Emergency Services first on 000
- remember to clearly state your location street address and the nature of the emergency. Be prepared to answer other questions. Do not hang up unless advised to do so by the Ambulance Service
- a 24-hour emergency hotline is also available to you through your OSHC policy (if your policy is with our preferred provider Allianz Global Assistance). The contact phone number for this service is 1800 814 781
- all incidents, near misses and any first aid given are to be reported to your teacher/lecturer and must be recorded, regardless of severity of outcome
- a University Incident Report form is to be completed by your teacher/lecturer
- please note: student services are not the first point of call in cases of severe injury and/or acute illness.

## THEFT PREVENTION

Thieves are opportunistic and there are many ways to reduce the chance of being a victim of theft by taking a few simple steps:

- mark your property using a permanent dye and record any serial numbers, makes, models, colour, value etc. This will help in the identification of your property
- make property difficult to steal by using locks to secure computer notebooks and similar equipment
- if working in a library or open area, don't leave bags, phones, wallets or computers unattended
- be alert to suspicious people in your work area. If you see anyone that looks suspicious, contact student services on level 1.

## PERSONAL SAFETY

All staff and students are entitled to feel safe and secure, whether they are on campus, at home, on public transport or just in your local community. An important part of feeling safe is to develop a personal safety plan. This may be as simple as thinking about what you would do and where you would go if confronted by a potential attacker. Planning ahead will help you to think clearly:

- be aware of your surroundings and know where you are going
- if walking at night, walk with a group or a friend and keep to well-lit paths and roads
- be aware of who is behind you when using ATM's
- avoid travelling alone at night
- carry a mobile phone when you are travelling
- make sure someone knows your whereabouts
- stand in an area which is brightly lit
- sit close to train guard's compartment
- sit near other passengers and do not isolate yourself.

## IN THE EVENT OF AN EMERGENCY DIAL 000

This number will direct you to Police, Fire or Ambulance and should only be used in emergencies.

# VU'S BLOCK MODEL: A REVOLUTION IN LEARNING

## WHAT IS THE BLOCK MODEL?

Unlike most other universities where you study multiple subjects at once, at VU you study one subject at a time for four weeks (undergraduate courses and higher education diploma courses) and two subjects at a time for eight weeks (postgraduate courses). Each four-week or eight-week 'block' includes all assessments, and your results are available after each block. You then have a few days between blocks to relax and prepare for the next subject.

The Block Model is unique to VU in Australia and is founded on the success of universities using similar models in Sweden, Canada and the United States.

## HOW IT WORKS

Your study mode of delivery will be organised in one of the following ways, depending on your course:

**4**

### FOUR-WEEK MODE

Undergraduate and higher education diploma courses.

**8**

### EIGHT-WEEK MODE

Postgraduate courses.

Four-week mode means you study one unit (subject) at a time over four weeks. In eight-week mode you study two units at a time over eight weeks. Check your course page on the website for more details.



## INNOVATION AWARD

**IEAA Excellence Awards 2018**



## EXCELLENCE AWARD

**Victorian International Education Awards 2018**



## TEACHING AWARD

**First Year College Block Model teachers  
Australian University Teaching Award, Universities Australia 2020**

## THE VU BLOCK MODEL

Watch at  
[vu.edu.au/block-model](https://vu.edu.au/block-model)



# MULTIPLE STARTING POINTS

This table highlights our multiple optional entry points available to begin your course. You can start in Block 1, or fast-track or catch up on your studies by including Summer and Winter Blocks. For intake dates, please refer to the course pages on our website.

You can also check the timetables and calendar at [vu.edu.au/vu-sydney/current-students-vu-sydney/vu-sydney-timetables-calendars](https://vu.edu.au/vu-sydney/current-students-vu-sydney/vu-sydney-timetables-calendars)

	SUMMER	SEMESTER 1				WINTER	SEMESTER 2				SUMMER	
DATES	17 JAN	21 FEB	21 MAR	26 APR	23 MAY	27 JUN	1 AUG	29 AUG	3 OCT	31 OCT	28 NOV	2023
4-WEEK BLOCKS	Summer (optional) 4 weeks 1 unit	Block 1 4 weeks 1 unit	Block 2 4 weeks 1 unit	Block 3 4 weeks 1 unit	Block 4 4 weeks 1 unit	Winter (optional) 4 weeks 1 unit	Block 1 4 weeks 1 unit	Block 2 4 weeks 1 unit	Block 3 4 weeks 1 unit	Block 4 4 weeks 1 unit	BREAK	
8-WEEK BLOCKS	BREAK	Block 1 8 weeks 2 units		Block 2 8 weeks 2 units		BREAK	Block 3 8 weeks 2 units		Block 4 8 weeks 2 units		Block 5 (optional) 8 weeks 2 units	



ANGEL (NEPAL)  
Bachelor of Information Technology





## CONTACT US

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Sydney NSW 2000

### PHONE

+61 2 8265 3222

### APPLICATIONS

[apply@vusydney.edu.au](mailto:apply@vusydney.edu.au)

### STUDENT SERVICES

[studentservices@vusydney.edu.au](mailto:studentservices@vusydney.edu.au)



Victoria University  
CRICOS Provider No. 00124K (Melbourne)  
CRICOS Provider No. 02475D (Sydney)  
RTO Code: 3113  
TEQSA Provider Identification: PRV12152  
Provider Category: Australian University

## CONNECT WITH US

