

MARCH

2009

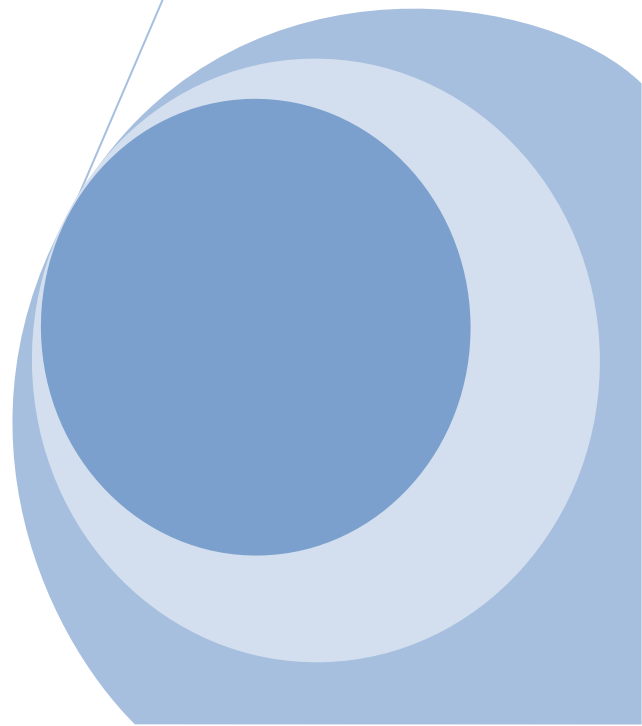
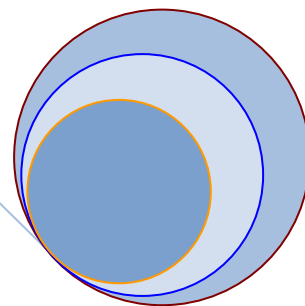
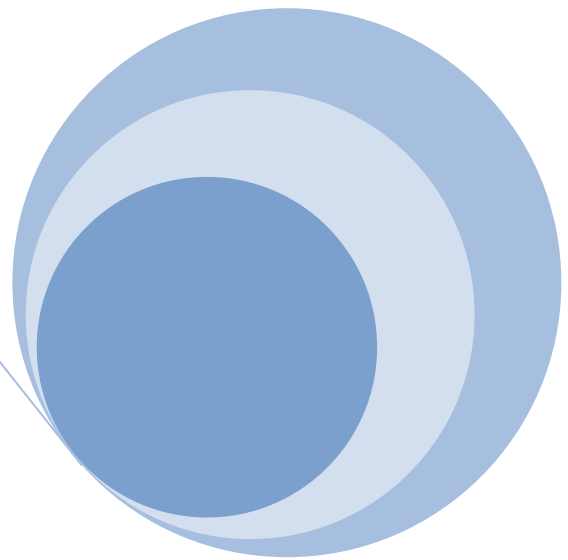


## INFORMATION FOR STUDENTS

UNIVERSITY OF BALLARAT in  
association with IIBIT, SYDNEY

Please be familiar with general matter at IIBIT and  
Sydney

**Student Services Department**





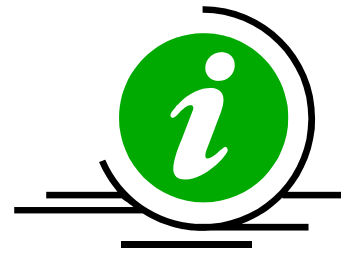
# CAMPUS LOCATION

Our administration offices are located in Level 1 and 2 at **209 Castlereagh Street, Sydney**. Classes take place in this location and **841 George Street, Sydney**.



# STAFF DIRECTORY

**209 Castlereagh Street**



- ✚ **Front Desk / Reception**
- ✚ **Marketing and admissions department**
- ✚ **Fees Department**
- ✚ **General enquiries**
- ✚ **Student services support**

Level 1

- ✚ **Academic Support**
  - Assignment submission
  - Special consideration request
  - Release letter request
  - Units mismatch/query

Level 2

- ✚ **Library**
- ✚ **Student Administration Office**
- ✚ **Business Administration office**
- ✚ **IT Administration office**

Level 4

✚ **HELP DESK**

General enquiries: **02 9269 6911**

You can choose either of the option to connect to Fees, Marketing, Student Services or any other enquiries in this number

Operation hours: **9:00 AM – 5:00 PM**

**(Monday – Friday only)**

# STUDENT SERVICES

- ➔ my Student Centre login support
- ➔ Enrolment details letter
- ➔ Academic transcript
- ➔ Request of eCoE
- ➔ Request of completion letter and transcript
- ➔ Application for deferment/leave from studies
- ➔ Withdrawal from university
- ➔ Course changes (only done at enrolments)

## STUDENT SERVICES FOLDER:

Please be informed that **Student Services Folder** is in **Resources (R:) Drive** after you login to IIBIT local computers.

We put important information and notices in this folder to approach to students mainly for enrolments.



# ACADEMIC CALENDAR

Term 2009-1 (March 2009 semester)

Week commencing	Activity
March 16 - 20	Enrolment week
March 23, 30	Lecture week 1, 2
April 6, 13, 20, 27	Lecture weeks 3, 4, 5 6
May 4, 11, 18, 25	Lecture weeks 7, 8, 9, 10
June 1, 8	Lecture Week 11, 12
June 13 – 16	Study break
June 17 – June 27	Examinations
July 10	Results Published

## Important dates:

- Enrolment March 16 - 20
- Lectures Commence March 23
- Last day to enrol (commencing students) March 27
- Last day to change program <sup>1</sup> March 27
- Last day to enrol (returning students) April 3
- Last day to add a course <sup>2</sup> April 3
- Last day to withdraw course <sup>2</sup> without financial penalty (V) April 13
- Last day to withdraw course <sup>2</sup> without academic penalty(W) May 29

Holidays: Friday 10 April (Good Friday), Monday 13 April (Easter),  
Saturday 25 April (Anzac day), Monday 8 June (Queen's Birthday)

<sup>1</sup> Course is now termed as program

<sup>2</sup> A unit is now termed as course

# my Student Centre



## *What is the Student Centre?*

The Student centre is an online, web based access to the University's Higher Education student administration system. In the student centre, you can view your personal details and update address and contact numbers. It is also the Universities on-line method of accepting offers, enrolling in classes and viewing results. You can also pay your fees on-line through the Student centre.

## *How to login?*

1) Go to: <https://mysc.ballarat.edu.au>

2) Username: [Type your Student ID 300xxxxx]  
Password: [First Initial.Date of Birth in ddmmyyyy] eg. **r.01071980**

(If you are not able to login, please call Service Desk at Ballarat in 03 5327 9999 and ask them to reset your password)

## *How to change password?*

Please goto [www.ballarat.edu.au/changepassword](http://www.ballarat.edu.au/changepassword) to change your password.

## *How do I know what I can do in the Student Centre?*

Check through the support materials and step by step guides on this page:

<http://www.ballarat.edu.au/myscsupport/>

## University email address:

All students would have their email address with [name@students.ballarat.edu.au](mailto:name@students.ballarat.edu.au).  
Student can find their email address in mySC portal.

To check your email, go to Ballarat homepage and click through **Student webmail**. Your username and password will be same as for mysc.

## IIBIT code of student conduct

The Code of Student Conduct at IIBIT endeavors to maintain an environment most conducive to a friendly, productive and safe working relationship between students and staff.

All students are expected to conduct themselves with integrity in their dealings with others and to help maintain the high standards upon which the Institute prides itself.

The use of abusive or intimidating language, threatening behaviour, and the misuse or misappropriation of Institute property will not be tolerated under any circumstances, *and may result in suspension or dismissal.*

All students are expected to respect the privacy of others and are therefore advised that actions such as taping or photographing others without their permission is in fact unethical and illegal in some cases. Anyone found committing these inappropriate acts will be asked to explain their conduct and could be reported to the authorities.

All students must respect the rights of others and are expected not to infringe on these rights. Confrontations or inappropriate behaviour towards others will be reported to the Academic Administrator and any student involved will be held accountable. If a student is found to have been at fault, the situation will be dealt with by a committee appointed by IIBIT and action will be taken according to the gravity of the behaviour.

Students are required to produce their Student Identification Card whenever so requested by any member of staff.

## Deferring Enrolment

Students may apply for deferment of their studies under compassionate or compelling circumstances.

Compassionate and compelling circumstances are generally those beyond the control of the student and which impact on the student's program progress or wellbeing. These could include:

- Illness, where a medical certificate states that you were unable to attend classes
- The death of a close family member such as a parent or grandparent (where possible a copy of a death certificate should be provided)
- Major political upheaval or natural disaster in the home country requiring emergency travel and where this has impacted on your studies
- A traumatic experience which could include involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime and this has impacted on your studies (supported by police and psychologists reports)
- Where the university was unable to offer pre-requisite unit

If you wish to defer your studies, you are required to complete the [Application for Leave from Studies](#) form. Your leave from studies needs to be approved by your School.

If you wish to cancel your enrolment, you are required to complete the [Withdrawal from All Studies](#) form.

You should contact the [Student Services officer](#) for more information on deferring or cancelling your enrolment. Deferring or cancelling your studies may have an effect on your student visa. You should contact DIAC for advice **before** lodging the Application for Leave from Studies from or Withdrawal from All Studies from.

## Getting to know the Campus Who's Who at IIBIT

- ☆ Academic Manager (Academic and Student Services)
- ☆ Student Services & Academic Administrative staff
- ☆ IT Helpdesk
- ☆ Learning Assistance Lecturer
- ☆ Unit Lecturers
- ☆ Librarian

### Academic Manager

- ☆ This person is your official point to contact
- ☆ If you have any issue that cannot be resolved by student services or academic staff then you see the Academic Manager.
- ☆ The Academic Manager is a qualified academic.
- ☆ Academic Manager for IT Programs : Prashanth, office Room 206 on Level 2, Castlereagh street
  - 02 9269 6915
- ☆ Academic Manager for Business Programs : Swati, office Room 204 on Level 2, Castlereagh street
  - 02 9269 6916

### IT Helpdesk

- ☆ IT Helpdesk on level 4 at the Castlereagh street, will assist you with all your on campus computing needs and are the authorised officers in the computer labs.
- ☆ They can help you access the local and UOB systems, issue printer cards.
- ☆ Please note the computer labs are for your own study purposes only and you must produce your UOB ID card if requested by an authorised officer.

## Student Services

- ☆ Student Services officers handle all your day to day enquiries about enrolments, course changes, results, special consideration.
- ☆ Legal – if you get into any type of legal difficulty contact student services immediately for referral to assistance
- ☆ If you change your address or contact details you must see a student services officer
- ☆ Sunil is the Students Services officer for both IT & Business students. 02 9269 6912

## Learning Assistance Lecturer

- ☆ This person conducts study skills classes throughout the semester
- ☆ She is available for individual assistance
- ☆ You may be referred to her if you are having issues with course progress
- ☆ Please see important notices for the time-table for these sessions.

## Counsellor

- ☆ Confidential counseling for personal problems is available to all students and appointments can be made by telephoning:
- ☆ **Tel:** + 61 2 9262 1280  
**Fax:** + 61 2 9262 1238  
Or through student services
- ☆ The AM may also refer students who are failing to meet course requirements or in her opinion require a helping hand

(Extracted from Orientation slides)

## University Handbook:

All students are advised to go to [http://www.iibit.edu.au/uob/policies\\_guidelines.htm](http://www.iibit.edu.au/uob/policies_guidelines.htm) for detailed information on university issues and policies/procedures.

## Some useful webpages:

- ↳ IIBIT homepage
  - [www.iibit.edu.au](http://www.iibit.edu.au)
- ↳ University of Ballarat homepage
  - [www.ballarat.edu.au](http://www.ballarat.edu.au)
- ↳ Sydney Public Transport information
  - [www.131500.com.au](http://www.131500.com.au)
  - [www.cityrail.nsw.gov.au](http://www.cityrail.nsw.gov.au) (Train information)
  - [www.sydneybuses.nsw.gov.au](http://www.sydneybuses.nsw.gov.au) (buses and ferries)
- ↳ Department of immigration
  - [www.immi.gov.au](http://www.immi.gov.au) (Department of immigration and citizenship)
  - [www.dest.gov.au](http://www.dest.gov.au) (Department of Education, Employment and Workplace Relations)
  - [http://aei.gov.au/AEI/ESOS/QuickInfo/ESOS\\_FrameWork\\_pdf.pdf](http://aei.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf) (ESOS framework from Australian government)
- ↳ Travel information
  - [www.whereis.com.au](http://www.whereis.com.au) (street maps of Australia)
  - [www.travelmate.com.au](http://www.travelmate.com.au) (Places to see in Australia)
  - [www.citysearch.com.au](http://www.citysearch.com.au) (city search)
- ↳ Job/ Career websites
  - <http://seek.com.au>
  - <http://www.careerone.com.au/>
- ↳ Overseas students health cover
  - <http://www.medibank.com.au/>
- ↳ Rental apartments
  - <http://realstate.com.au>
  - <http://domain.com.au>
- ↳ <http://www.needitnow.com.au/> (last minute discount accommodations)
- ↳ News webpages
  - [www.ninemsn.com.au](http://www.ninemsn.com.au)
  - [www.smh.com.au](http://www.smh.com.au) (Sydney morning herald)
  - [www.yahoo.com.au](http://www.yahoo.com.au)



Welcome  
to  
IIBIT, Sydney

Good Luck