



SYDNEY
Metropolitan
Institute of Technology

Education for Change 

Sydney Metropolitan Institute of Technology Pty Ltd
Trading as **Sydney Met**

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www.sydneymet.edu.au

Provider ID **PRV14280** | CRICOS Provider Code **03906M** | ABN 60 607 943 500

ORIENTATION PROGRAM

T1, 2024



WELCOME

Acknowledgment of Country

We acknowledge, recognise and respect the Elders, families and forebears of the Gadigal People of the Eora Nation who are the traditional owners of the land where Sydney Met is located.



SYDNEY MET

WELCOME TO SYDNEY MET



SYDNEY MET



Professor Robin Kramar



Professor Lynne Harris



Ms Anjana Singh Shrestha



Dr Sabiha Sultana

Welcome to SYDNEY MET:
We are here to support your
learning!

WWW.SYDNEYMET.EDU.AU

Sydney Met team looks forward to providing you with the opportunity to gain the best education you can, that will change you and help you drive change!

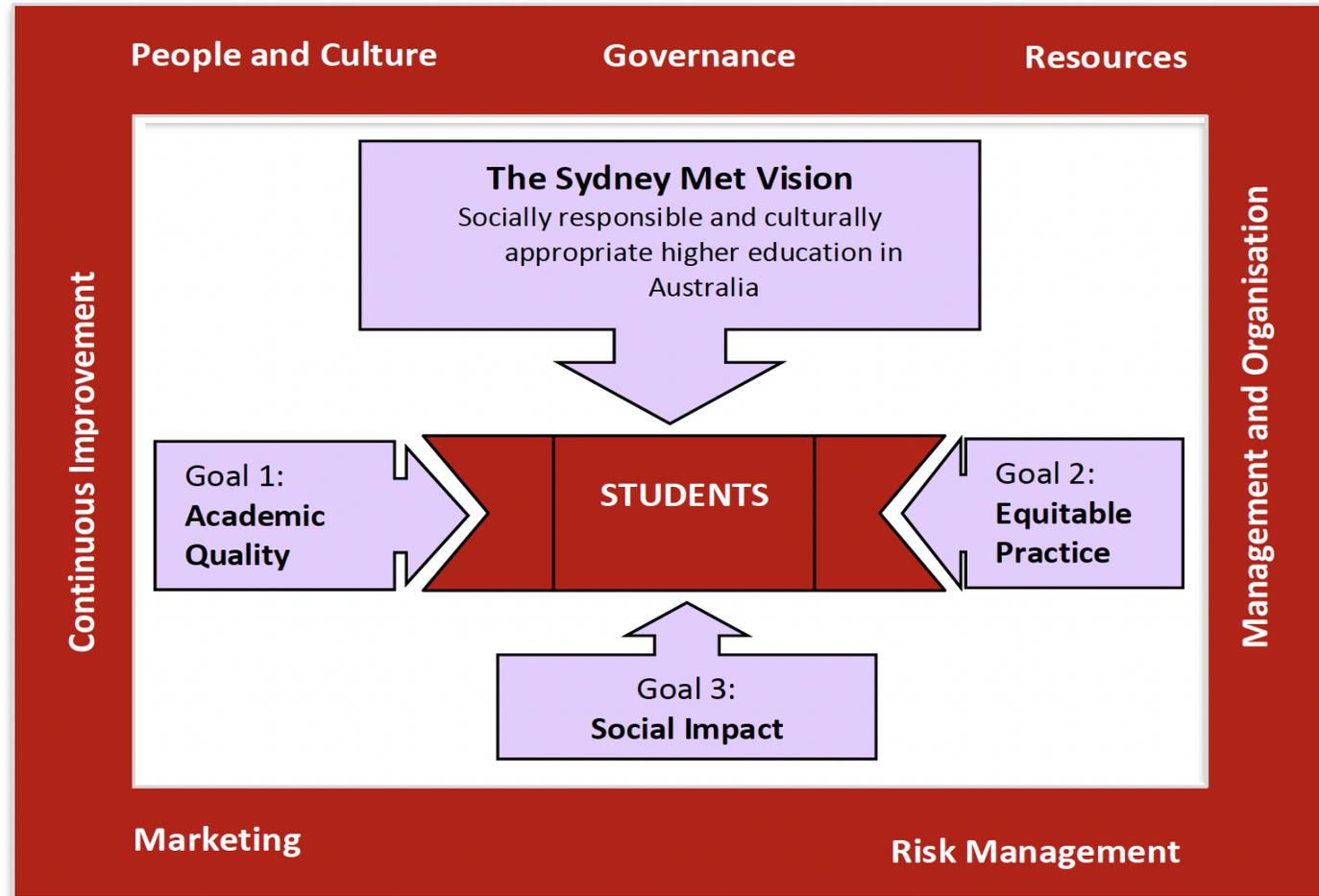
We will make sure that you have the support and encouragement you would require as you embark on your academic journey with us!

Sydney Met is rightly structured to offer the best learning experience possible





SYDNEY MET



Goals

Sydney Met has three interconnected strategic goals: Academic Quality, Equitable practice and Social Impact, summed up in its motto, Education for Change (in Latin, 'Educationem Mutationi').

SYDNEY MET:

A HIGH-QUALITY INSTITUTION,
ASPIRING TO BECOME A UNIVERSITY COLLEGE



VISION

Sydney Met is a progressive higher education provider in Australia distinguished by socially responsible and culturally appropriate education.

MISSION

Sydney Met exists to deliver culturally appropriate, equitable and engaged education for students so that they become competent to function as change agents in real world global settings. Sydney Met will work together with its students, graduates, educators and stakeholders to translate the agenda of ‘*Education for Change*’ and advance ideas and actions for progressive social change within diverse communities in Australia, the Asia Pacific and further afield.

VALUES

- **Student-centred**
- **Academic quality**
- **Creativity and leadership**
- **Diversity**
- **Integrity and openness**
- **Partnership**
- **Equity**



SYDNEY MET

THE SYDNEY MET ADVANTAGE





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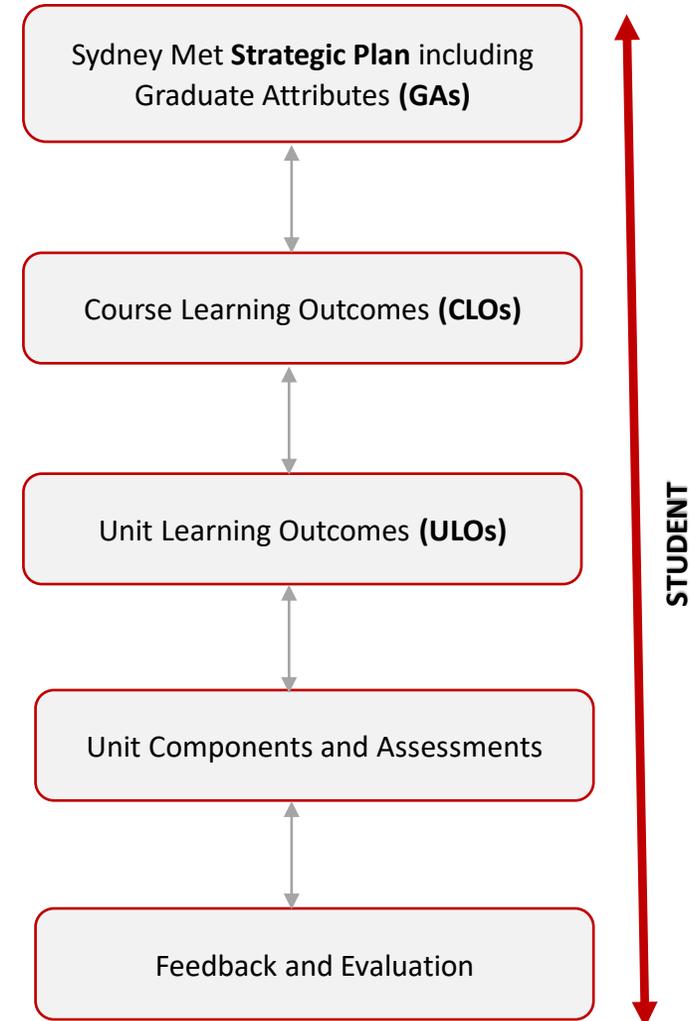
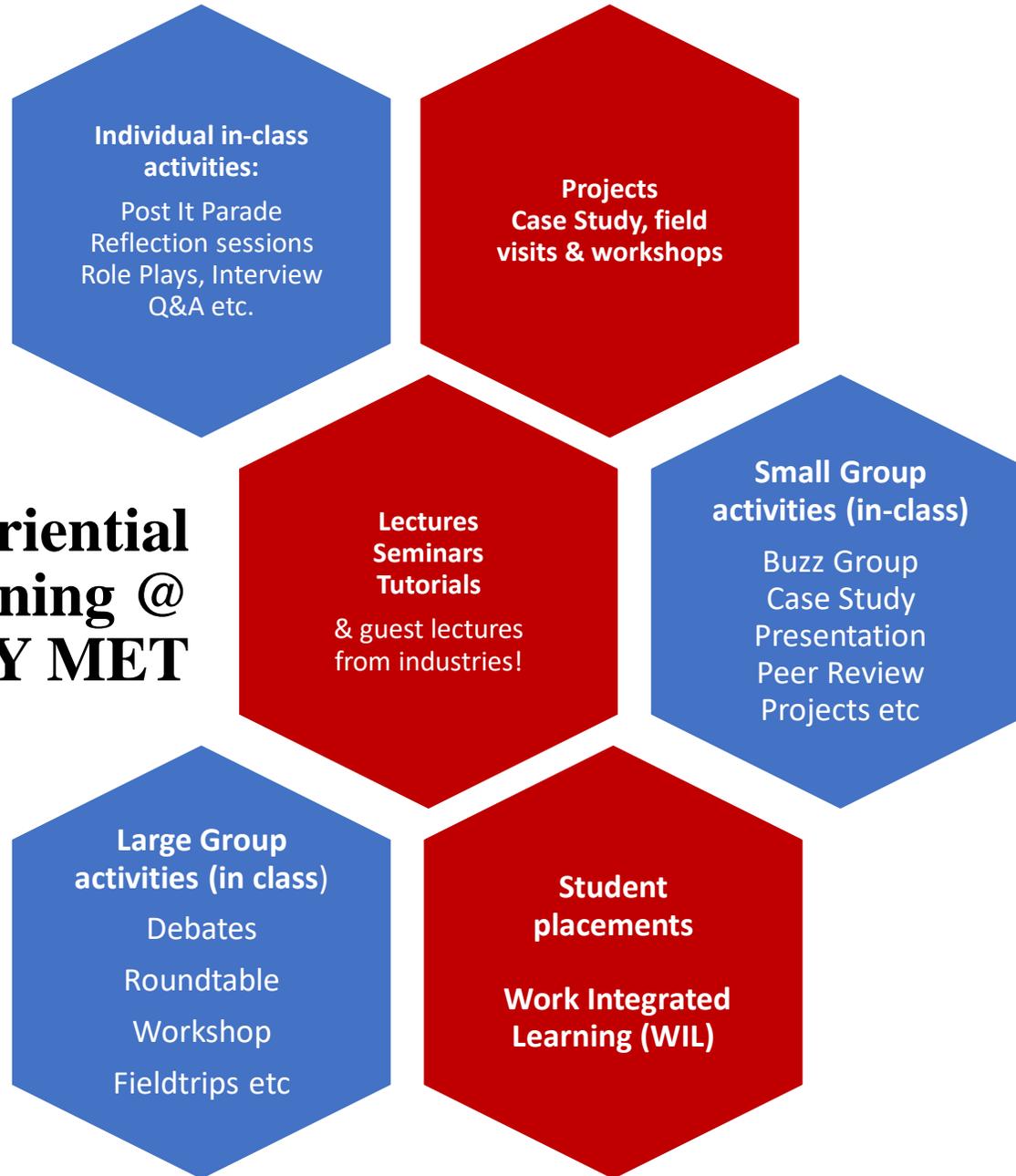
TEACHING & LEARNING



SYDNEY MET

STUDENT

Experiential Learning @ SYDNEY MET



SYDNEY MET

Classroom Rules

- Sydney Met classes will start and finish in the scheduled time on campus (face to face). Students should get a timetable as early as possible.
- Students need to arrive to class punctually. Attendance will be taken.
- Students need to bring a note pad, pen and the prescribed textbook (and laptop if you have one) when attending class.
- Class etiquette dictates that students do not speak during a lecture and do not cause any disruptions to class operations.
- Mobile phones need to be switched off or positioned in silent.
- All communications should be conveyed in English.
- Students dress well and maintain cleanliness and presentation.
- The academic staff may request students to cease speaking or refrain from other activities or may request they respectfully leave the class.

HIGH EXPECTATIONS (EDUCATION)

"High expectations" means having an attitude that you expect the best out of students at all times.

DEFINITION

Having high expectations means believing students should always strive to achieve their best. Raising expectations is not about being strict or a micro-manager. It's quite the opposite. By raising your expectations, students will work hard whether you're watching them or not. The goal is to create a classroom culture of hard work and self-belief.

EXAMPLES

1. Teach about growth mindsets.
2. Focus on effort, not excellence.
3. Ask students to try again.
4. Set achievable but difficult tasks.
5. Address causes of poor quality.
6. Be a role model.
7. Express positive regard.



Student attendance matters ...

- Student are expected to attend ALL classes. If you don't attend classes, you don't learn!
- Sydney Met monitors student academic progress to identify Students at Risk. It is Sydney Met policy that a student should maintain an 80% attendance rate to maximise their ability to achieve satisfactory course progress.
- Sydney Met records and monitors attendance and performs a routine attendance check in each trimester.
- Students with less than 80% attendance are contacted via email, to remind them of their study obligations. Students with less than 80% attendance, or who continue to demonstrate poor attendance will be required to attend an interview to discuss the situation and, if required, be part of the Intervention Strategy.

Labor tightens further batch of student visa policy

By [Abul Rizvi](#) | 3 October 2023, 7:00am | [3 comments](#) | [🔒](#)



The Australian Government has proposed to *'increase monitoring of student attendance'*.

Assessments are key part of learning

- Assessment strategy is to provide students with a means to demonstrate necessary knowledge and skills to undertake real-world activities to a relevant, current industry standard and in line with the relevant assessment frameworks.
- Formative assessments are those that take place as part of in class activities, while summative assessments refer to assessments that test the student's knowledge accumulated through the entire study period.
- Most of the assessments used at the college take the form of: Essay, Report, Case Study, Portfolio, Report, Analysis, Exam, Individual/ group Presentation, Project etc..
- All assignments and written work must adhere to appropriate standards of academic integrity the college subscribes to.

Marking of Assessments & Feedback

All assessments will be marked and returned to you with comments and feedback within two (2) weeks of the date the assessment is due. Late assessments will be marked within two weeks from the date they are submitted, subject to late submission penalties.



Australian Government
Tertiary Education Quality and Standards Agency

TEQSA

What does 'student performance' encompass?

All providers want their students to perform well and achieve the expected learning outcomes. Providers must be able to identify students that are at risk of not performing well (this could be a predicted risk or an observed risk). This enables providers to intervene early, to support students and mitigate against these risks occurring in the future.

Typical indicators of student performance include:

- attrition rates
- progress rates
- completion rates
- grade distributions
- student satisfaction
- graduate success.



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Application for c

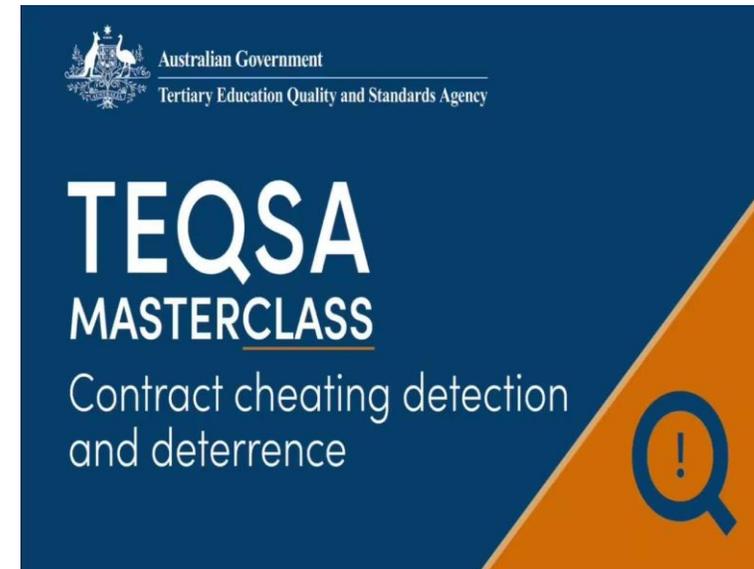
ABOUT US ▾ COURSE ▾ FUTURE STUDENT ▾ CURRENT STUDENT ▾ RESEARCH ▾

Policy and Procedure

Sydney Met has a range of policies and procedures to guide its operations. Faculty, staff, and students (domestic and international) are responsible for familiarising themselves with all relevant policies and procedures currently in effect at Sydney Met. Individuals with questions about a policy should contact the Institute.

Sydney Met takes 'academic integrity' very seriously

- Sydney Met is founded on the principles of professional conduct, ethical behaviour and respect for achievement. This philosophical position is represented in our view of cheating and plagiarism.
- The college does not tolerate any form of cheating and uses forms with every assessment requiring the student to declare that their work is free from cheating or plagiarism.
- Academic integrity means being honest in academic work and taking responsibility for learning the conventions of scholarship.
- Academic honesty is a fundamental principle in teaching and learning at the college. The college observe the highest standards of ethics and integrity in all aspects of academic work. The college awards due credit for honest academic work and penalises academic misconduct and all forms of cheating or plagiarism.
- ChatGPT or similar forms of AI platforms should not be used.
- Student works **MUST** appropriately acknowledge the source of materials.
- Please make sure that you read our [Academic Integrity Policy and Procedure](#)



Australian Government
Tertiary Education Quality and Standards Agency

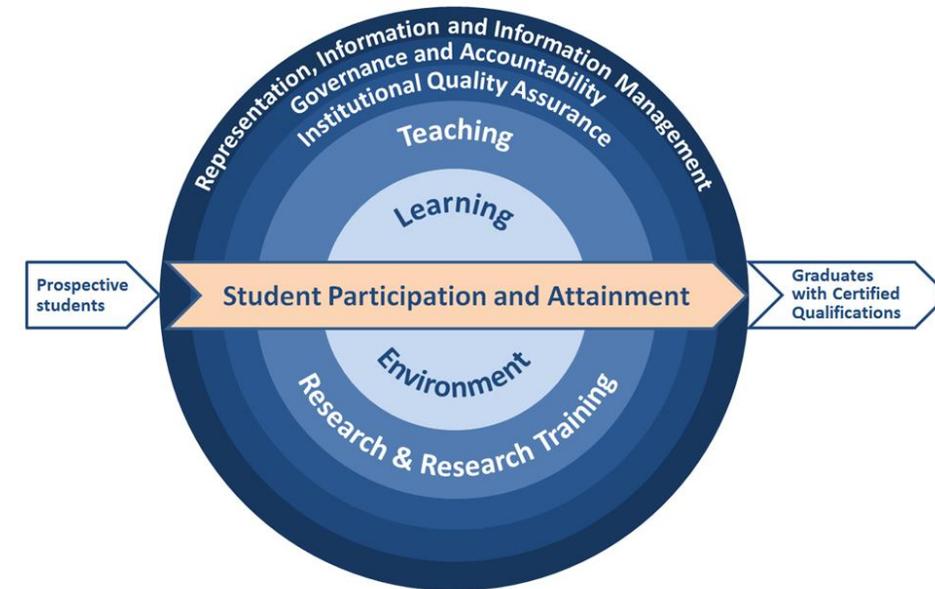
TEQSA
MASTERCLASS

Contract cheating detection
and deterrence



International students **MUST** maintain course progress

- The College takes student progress seriously given its central role in ensuring students achieve consistent progress in their study.
- Course Progress is assessed using the final results for all Units studied to date and progress in Units in which the student is currently enrolled.
- Satisfactory course progress is achieved when a student meets the following minimum academic standards:
 - not fail 50% or more of the Units attempted in two consecutive trimesters, and/ or
 - no more than two failed attempts at a particular Unit.
- A student is identified as a student at risk if the student fails to demonstrate satisfactory course progress as described above, regardless of the reasons.
- Where a student's Course Progress is unsatisfactory and when students are identified as at risk, the College will use its Intervention Strategy.



Student study load, time commitment & support to students at risk

International students MUST study full-time which is 48 credit points over a year.

A Unit (or subject) requires an overall time commitment of about 10 hours per week. This includes:

- 2 hours Lectures
- 1 hour tutorial
- 7 hours – readings, group work, online work, writing and discussions etc..

For general information on studying in Australia:

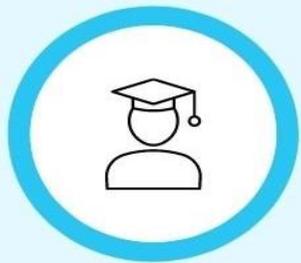
<https://www.studyaustralia.gov.au>

- The Dean monitors the academic performance of each student against the minimum academic standards at the end of each trimester.
- Where a student has failed to meet the minimum academic standards, the Dean will deem that student as being 'at risk'.
- Student at risk is a student who is unable to complete their course within the duration of their eCoE (international students) or within the maximum period of enrolment (all students) which is 9 years.

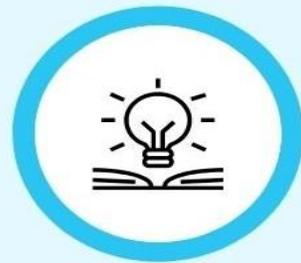
If a student is unable to attend classes for an extended period of time (longer than one week), they must complete a Student Leave of Absence Form with supporting documentation pertaining to the reason for absence. The college will assess your application and provide a written advice regarding its outcome within two (2) weeks of the form being received by the college.

Sydney Met values your feedback ...

- The college places emphasis on the views and opinions of its student cohort. Every trimester, the college will request students to complete a formal survey of its operations, teaching, learning and overall quality levels. The library will also conduct surveys of student experience with regard to the use of its resources or those of partner libraries.
- Feedback from these surveys, which are confidential, will be used to enhance the college service. The results of all surveys are viewed by college management, so your views are taken with the utmost of respect.
- Feedback can be provided anytime to lecturers or any staff member verbally, or by phone (02) 1300 186 729, or by email support@sydney.edu.au



**Understand
Students'
Expectations**



**Improve
Learning**



**Improve
Faculty
Performance**



**Improve
Learning
Environment**



**Improve
Facility**

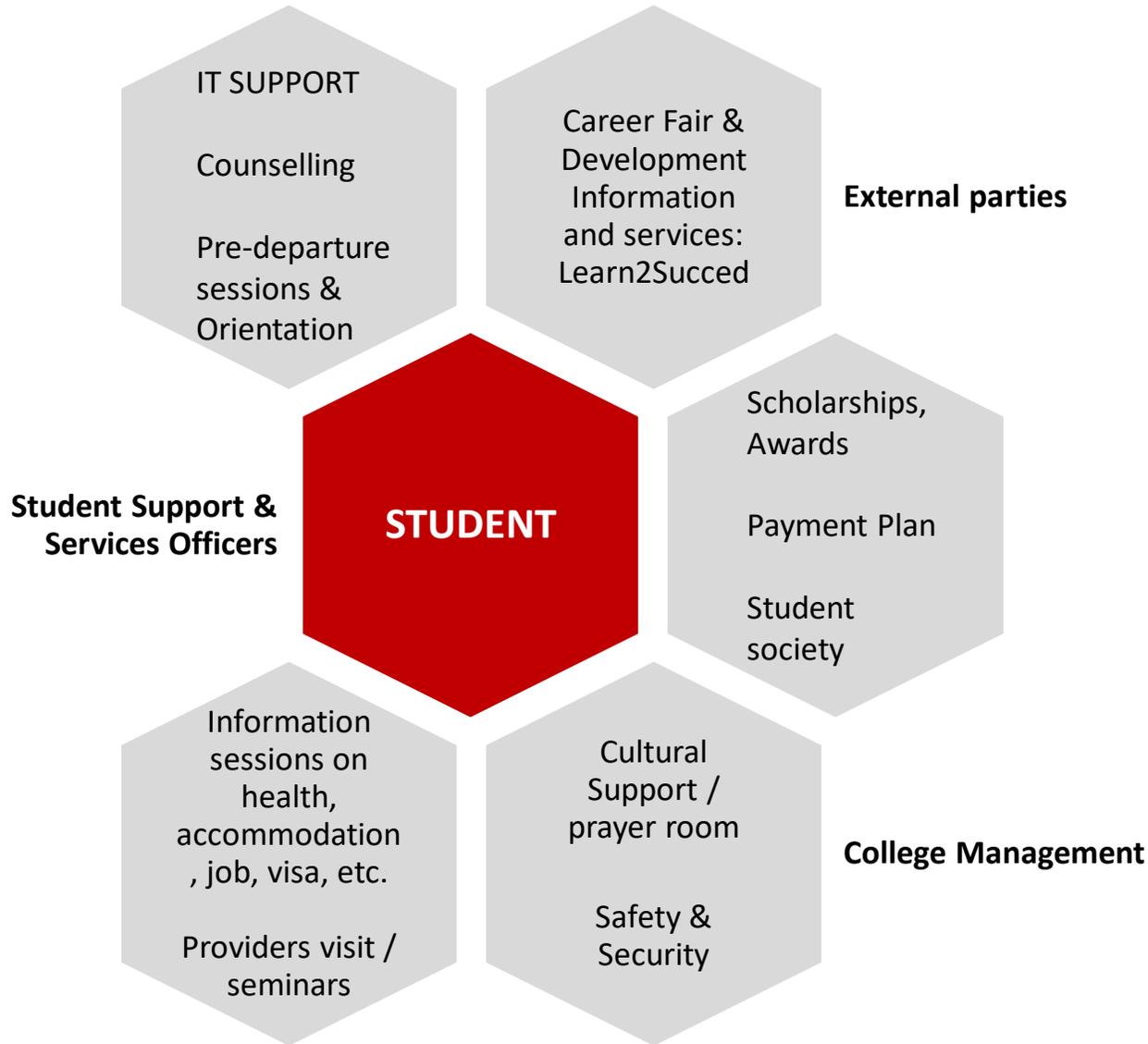
STUDENT SUPPORT & SERVICES



SYDNEY MET



STUDENT SUPPORT & SERVICES



Support is readily available for you

The college takes the needs of students very seriously. The college provides a range of student support services for you ...

- Free English language classes
- Free library seminars on academic writing, referencing and reading skills
- Free class revision tutorials that run every fortnight
- Academic support with assignments, assessments and workload, including support for study techniques, Research skills, Presentation skills, Exam and test preparation, Reading and note taking, Effective study planning, Time management etc..
- Peer Student Support (PSS) weekly support classes
- Understanding Australian culture, customs and social norms
- Advice on disability support
- Career development workshops e.g. CV writing, interviewing, motivation and goal setting etc.

Skills & Learning Hub provides a range of academic, learning and career support throughout the year. Students can contact Student Services or the library or Student Academic Support Officer, or Student Councilor for these services directly to access these free services.

Sydney Met Student Representative Council (SRC) is also able to help and to relay your views to the college about any aspect of student life that needs improvement or betterment.

Student Experience Committee (SEC) as part of its Academic Board that is charged with reviewing and enhancing student facilities and resources.

College facilities & resources

The college is well equipped with many facilities and resources including:

- Campus-wide Wi-Fi. The IT Officer is responsible for ensuring that you have free access to the College's computer network. She/he can also assist in aligning your own ICT equipment to our network.
- Study and lecture rooms equipped with whiteboards and audio-visual equipment.
- Informal open plan areas for student relaxation
- College library
- Student study room
- Kitchen and food heating facilities
- Multiple charging stations for laptops and mobile devices

Please make the best and responsible use of College's facilities and resources. If you have any questions about the college facilities and resources, please contact the reception staff in person, or call (02) 1300 186 729, or email info@sydneymet.edu.au

BE PART OF US!



SYDNEY MET

STUDENT REPRESENTATIVE COUNCIL (SRC) is taking the lead in organizing a scholastic, positive and dynamic student body in your academic journey here in Sydney Met.



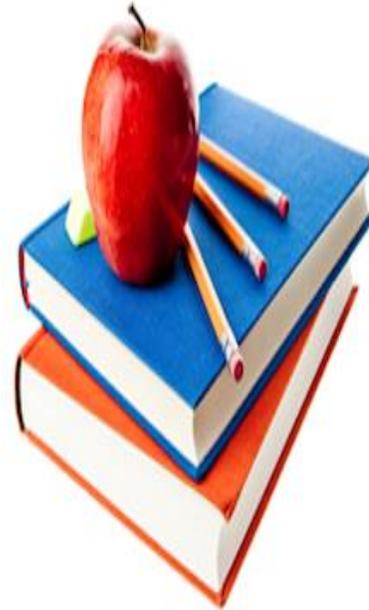
HOW TO JOIN?

Please email src@sydneymet.edu.au that you intend to be part of it!

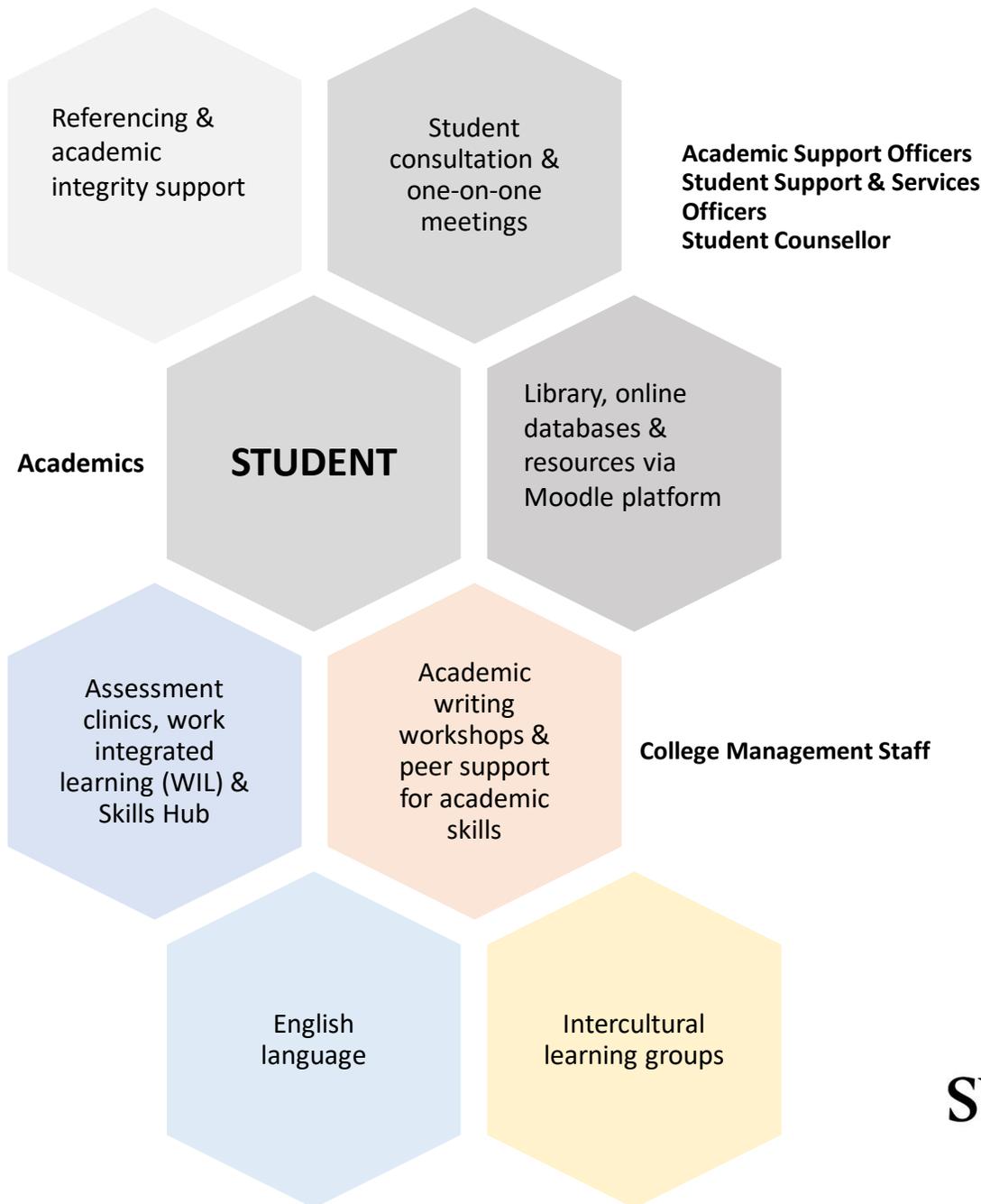
ACADEMIC SUPPORT & SERVICES



SYDNEY MET



ACADEMIC SUPPORT



- **Academic Support Officers** are available to help students.
- English language support and classes
- Help with reading, writing and assessment preparation
- Writing essays and reports
- Presentation skills
- Assessment preparation
- Creating an effective study plan
- Reading and note taking
- Research and enquiry skills
- Study techniques
- Time management etc.



SYDNEY MET



STUDENT HELP

ENGLISH :

- College has a range of English resources for students. English language classes as well as academic writing classes are run weekly at the college and are free. For further English and academic support, please contact Academic Support Officer (ASO) – 02 1300 186 729 ; or support@sydneymet.edu.au

HEALTH

- Sydney Premier Medical & Health Centre is at 309 Pitt St, Sydney NSW 2000, Tel – (02) 8964 8677 (opens 8:00am to 6:00pm)
- Nearest hospital is Royal Prince Alfred Hospital is at 50 Missenden Rd, Camperdown NSW 2050, Tel – (02) 9515 6111 (opens 24 hours)
- Health direct Australia is a free helpline assisting you with non-urgent illnesses when the doctor is not open. Phone 1800 022 222
- Emergency for Ambulance, Police and Fire: Please call 000 for emergent situations to ask for Ambulance, Police and Fire Rescue services.

EMERGENCY

- Police (Non-Emergency Enquiries): The number and websites are for non-urgent use of police assistance, as well as finding out safety information. 13 44 44; www.police.nsw.gov.au
- Day Street Police Station is at 192 Day Street, Sydney NSW 2000, Tel – (02) 9265 6499 (opens 24 hours)



LEGAL:

- *Redfern Legal Centre*: It is an independent, non-profit community centre that promotes social justice and human rights, with free legal advice, referral and casework to NSW international students.
(02) 9698 7277; www.rlc.org.au/our-services/international-students
- *Legal Aid*: You can receive free assistance on issues of legal rights, either face to face or over the phone. 1300 888 529
www.legalaid.nsw.gov.au

Mental Health: Counselling services are available from the college. Free support is also provided by:
Beyond blue: www.beyondblue.org.au / phone 1300 224 636.
Lifeline: www.lifeline.org.au / phone 13 11 14.

The New South Wales Government, through the Department of Health, also have a transcultural mental health centre.
www.dhi.health.nsw.gov.au/Transcultural-Mental-Health-Centre phone (02) 9912 3851.

OSHC (Overseas Student Health Cover)

Student's Obligation to Maintain a Valid Visa and Health Insurance: International students must ensure that they maintain a valid visa and any health insurance (OHSC) required as a condition of their visa. Visa and health insurance renewal is the responsibility of the student.

Student can have various OSHC insurance providers; some of them shown below.

- www.bupa.com.au/health-insurance/cover/oshc
- www.oshcallianzassistance.com.au
- www.medibank.com.au/oshc
- www.ahmoshc.com
- www.nib.com.au/overseas-students

The web site below also provides comparisons between various OSHC providers.

- www.oshcaustralia.com.au

Overseas Student Health Cover Refunds

Where a student leaves Australia before the expiry date of their student visa, a partial refund may be available from the insurer. Claims must be presented to the insurer directly using the appropriate insurer forms with proof of exit from Australia. If you have taken out OSHC (health insurance) through a private provider, you will need to contact that provider directly regarding their refunds.

Useful Information & Contacts

Transport Info Line (Public Transport Services)

- Provides information about trains, buses and trams, including timetables and ticketing information. Public transport may include a bus, train, tram or ferry. Most Australian states have introduced new ticketing systems in the form of smartcards to provide an easy and convenient way of travelling on public transport.
- The smartcards are reusable and replace paper tickets. Some examples are:
 - New South Wales, Opal Card, www.opal.com.au
 - Queensland, Go Card, www.translink.com.au
 - South Australia, Metrocard, www.adelaidemetro.com.au
 - Victoria, Myki Card, www.ptv.vic.gov.au
- **Taxi Services:** Legion Cabs 13 14 51/ Silver Service 13 31 00/ Yellow Cabs 13 19 24
- **Fire Evacuation:** The college has a fire evacuation plan and fire and floor wardens. Signs showing emergency fire exits and the names of floor and fire wardens are displayed on each floor.
- **First Aid Kit** - A first aid kit is located at reception and the college displays the names of the two first aid officers at the college on the student notice board and behind the reception desk.
- **Australia's Diplomatic and Consular Missions:** Information regarding a range of consular and diplomatic missions is available on www.dfat.gov.au/missions.
- **Currency Converter:** Should you require a currency converter, the following web site is a useful tool.
www.quote.yahoo.com

Useful Information ...

Living Expenses: Living expenses in Sydney can range from AU\$250 to \$400 a week which includes rent, transportation and student-budget food and other expenses. The Australian government's guide to living costs in Australia can be found at - <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

Schooling for Dependents between 5 and 18 Years of Age: If the student is accompanied by children aged between 5 and 18 years of age, they must attend an Australian school. Some schools in Australia are public and some are private. In either case, the student needs to take into account the cost of schooling when considering studying in Australia. Costs for school uniforms, books, stationary and other costs could range from AU\$2,000 to \$12,000 a year per school student. Public school costs can range from AU\$10,000 to AU\$60,000 a year per school student. Costs of private schooling are significant and could range from AU\$10,000 a year to AU\$60,000 a year per school student.

Be Cautious of Scams: The Department of Home Affairs will never ask you to make payment by cash or credit card directly to staff in the field. All payments are processed via the Department web site or through its offices. Beware of scams requesting you to make payment to an individual in the field or by sending a text message to your mobile or a link via email for you to pay money.

Driving in Australia: Driving in Australia is on the left hand side and drivers should use the left lane of the road unless overtaking. The speed limits in most urban streets and roads is 50km per hour. In school zones that operate during school terms, the speed is 40km per hour. Some parts of the city and particularly busy streets may also be speed limited to 40km per hour or even less. Wearing a seatbelt for the driver and any passengers is compulsory in Australia as is the use of child seats for children. The vehicle you are driving must be registered and must have at least Compulsory Third Party (CTP) insurance for it to be able to be driven on the road.

Taxation in Australia: To work in Australia, students need a Tax File Number (TFN). This can be obtained from the Australian Taxation Office (ATO) by visiting their web site or calling them. International students are considered to be an Australian resident for taxation purposes. To find out more, visit www.ato.gov.au/internationaltax

STUDENT SAFETY AND SECURITY

https://www.police.nsw.gov.au/about_us/regions_commands_districts/central_metro_region/sydney_city



SYDNEY MET

IT AND LIBRARY



October 2023
Enrolment Open

Application for offshore student is closed for October intake.



ABOUT US ▾ COURSE ▾ FUTURE STUDENT ▾ CURRENT STUDENT ▾ RESEARCH ▾ NEWS & EVENT ▾ [APPLY NOW](#)

Library

Access to Sydney Met's Library's services and resources, opening hours, staff, contact information, policies, and more.



myLibrary
Sign In to myLibrary to see your library facilities, search for library



Library Catalogue
For library catalogue and resources, please contact



Databases
Access databases for articles, ebooks, reviews and more, search



Sydney Met Website

More details of the college including location, courses, fees and charges, student handbook, facilities and resources, support and services, key contact such as Academic Support Officer, Student Services Officer, Dean, and College's policies and procedures, are found at the website:

www.sydney.edu.au

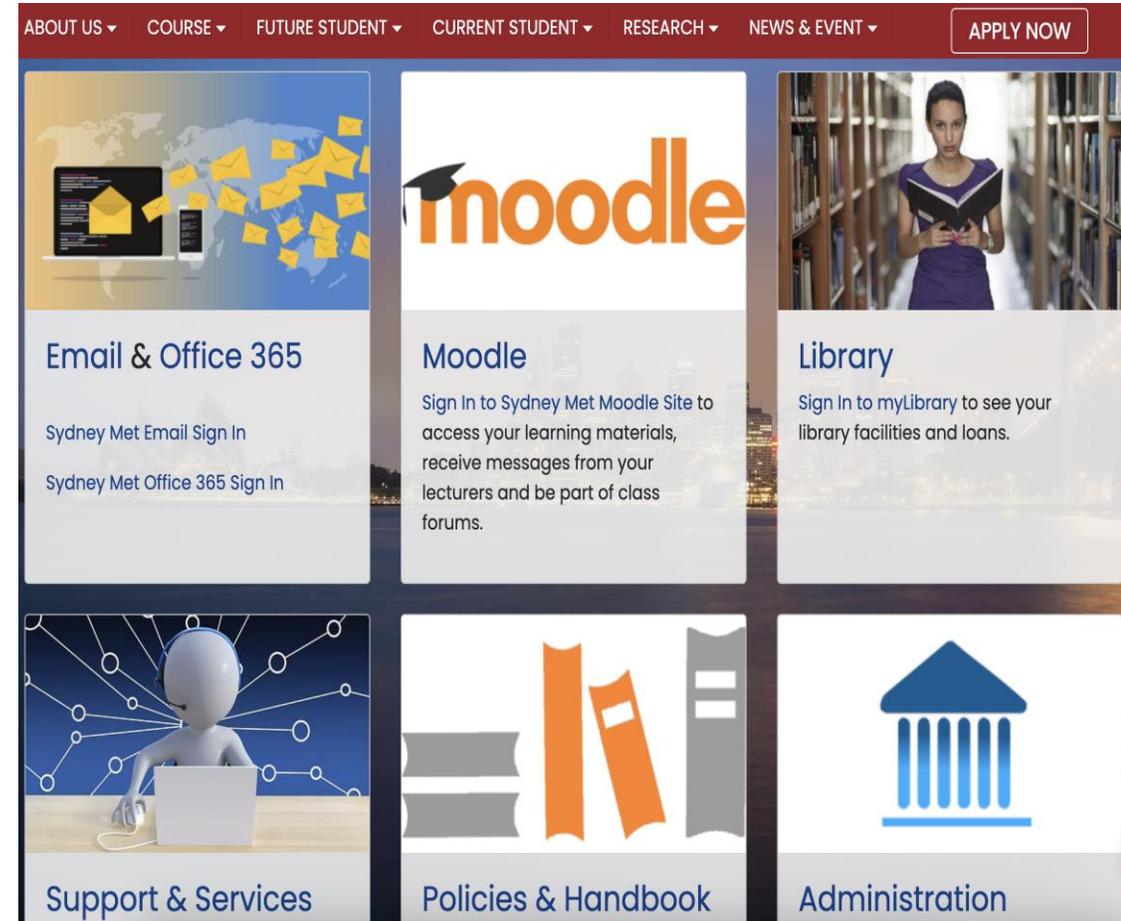
The screenshot shows the Sydney Metropolitan Institute of Technology website. At the top left is the logo, a red shield with a white 'S', followed by the text 'SYDNEY Metropolitan Institute of Technology' and the tagline 'Education for Change'. To the right, a red box says 'October 2023 Enrolment Open'. Below this, a message states 'Application for offshore student is closed for October intake.' and social media icons for Facebook, Twitter, LinkedIn, Instagram, YouTube, and a search icon. A dark red navigation bar contains links: 'ABOUT US', 'COURSE', 'FUTURE STUDENT', 'CURRENT STUDENT', 'RESEARCH', 'NEWS & EVENT', and a white 'APPLY NOW' button. The main content area features a large image of four students looking at a laptop. Overlaid on the image is the text 'Welcome to Sydney Met' and 'Your future starts here!'. At the bottom of the image are two buttons: 'Why Sydney Met?' and 'APPLY NOW'.

Moodle & Microsoft Teams

The College uses an online Learning Management System (LMS) called Moodle, which is embedded within and accessible through the College's website. The system provides enrolled students with access to course materials, discussion forums, academic staff contact, contact with peers, uploading assessments and other useful subject-related materials.

Moodle can be accessed through the college web site via a computer or smart device. A useful user guide lesson exists on the Moodle that shows students and staff how to:

- Register and use the Moodle
- Access the course materials for the Units enrolled, discussion forum, and group discussion
- Access to the assessment area and uploading and completing assessments
- Upload assessments and receive assessment feedback
- Links to Microsoft Team which will be used for online teaching
- Use the facility to contact the lecturer or other students



MySydneyMet

The college has the student management system called, Sydney Met, which enables students to manage their enrolment, access the college email, and many other matters online. Some of the facilities within this system are:

- Complete various items of enrolment online where applicable
- Use the college email account
- Change their allocated password
- Create and Update the personal profile and contact details
- Fee and payment information where applicable
- Complete all of or portions of the online enrolment process
- View course and Unit details
- View all or part of the Unit or course results
- Link to Moodle, Microsoft Team, Library, facilities and resources, Key Staff contact, etc..
- Access the learning support area
- Apply for a student ID card
- Complete a range of student declarations when required
- Complete a range of other online activities

If you have any questions on Moodle, Microsoft teams, or MySydneyMet, please contact our IT officer on (02) 1300 186 729, or email – ICT@sydney.edu.au

The screenshot displays the Sydney Metropolitan Institute of Technology website. At the top right, a red banner indicates 'October 2020 Enrolment Open'. Below this, a message states 'Application for offshore student is closed for October intake.' Social media icons for Facebook, Twitter, LinkedIn, YouTube, and Instagram are visible. The main navigation bar includes links for 'ABOUT US', 'COURSE', 'FUTURE STUDENT', 'CURRENT STUDENT', 'RESEARCH', 'NEWS & EVENT', and an 'APPLY NOW' button. The 'mySydneyMet' section features a welcome message: 'Welcome to mySydneyMet Portal. Access your records, email, notices, events, support and development, campus life and more.' Below this are three prominent tiles: 'Email & Office 365' with a world map icon, 'Moodle' with a graduation cap icon and the text 'Sign In to Sydney Met Moodle Site to', and 'Library' with an image of a student reading and the text 'Sign In to myLibrary to see your'.

LIBRARY & RESOURCES

HARD COPY REFERENCE

+

ONLINE DATABASE

SYDNEY MET POLICY:

STUDENT BUYS TEXTBOOKS

WHILE A REFERENCE BOOK IS

AVAILABLE FOR BORROWING

FOR A SHORT PERIOD

RESOURCES IN MOODLE

SITE

The screenshot shows the Sydney Met Library & Resources website homepage. The navigation bar at the top includes links for ABOUT US, COURSE, FUTURE STUDENT, CURRENT STUDENT, RESEARCH, NEWS & EVENT, and an APPLY NOW button. The main content area is divided into six sections:

- myLibrary**: Sign In to myLibrary to see your library facilities, search for library resources and loans.
- Library Catalogue**: For library catalogue and resources, please contact info@sydney.edu.au or see the librarian on campus.
- Databases**: Access databases for articles, ebooks, reviews and more, search the library catalogue, find journals, and explore other sources of information.
- Referencing Guide**: Obtain helpful referencing resources here.
- Help Desk**: Get library help here.
- Copyright**: Obtain Sydney Met's policy on Copyright here.



SYDNEY MET

STUDENT CODE OF CONDUCT, TUITION FEES, & STUDENT VISA POLICIES

RIGHTS

Every student has the right to learn in a **safe** and **caring** environment.
Every teacher has the right to teach in a safe environment without interruption.

We achieve this through
RESPECT

For ourselves we:

- ✓ Are prepared for learning and have the correct equipment
- ✓ Have an attendance of 96% and above
- ✓ Are at the right place at the right time
- ✓ Wear our uniform with pride
- ✓ Complete all work set to the best of our ability

For others we:

- ✓ Speak to people how we would want to be spoken to
- ✓ Follow staff instructions without argument
- ✓ Recognise that we are all individuals and that we should be treated with understanding and kindness

For our College we:

- ✓ Look after our environment
- ✓ Represent our College in the community with pride
- ✓ Keep our College safe and clean by picking up litter and reporting any damage we see

RESPONSIBILITY

We take **responsibility** for our actions and accept the **consequences**.
We have a '**can do**' mindset in our Attitude to Learning.



SYDNEY MET

Tuition Fees

Currently in 2024 \$2,300 for BIT and BBUS and \$2700 for BSW per Unit, i. e. 24 Units in the course x \$2,300 or \$2,700 = \$55, 200 for BIT and BBUS / \$86, 400 for BSW (for the whole course)

Please note that there are other fees and charges, including enrolment fee, administration fees, For full details of fees and charges including costs of living, accommodation etc., please refer to Student Handbook which can be downloaded from the College website, or can be obtained from the college reception.

Price Changes are Likely - The tuition fees and other fees may change from one term to the next and would generally increase over time. Students will be subject to the fees applicable to their program at the time of enrolment.

Tuition Fee Liability - Published Tuition Fees are based on a normal full-time enrolment load. A normal full time enrolment load is usually twenty 20 hours for the course. The students Tuition Fee liability is based on the number of units they are enrolled in.

Census date means the last day that a student can notify the college in writing of any changes to their enrolment and complete fee payment for that term, including applying for a refund of tuition fees paid.

Student Default means the student withdraws from the unit (subject) or the course.

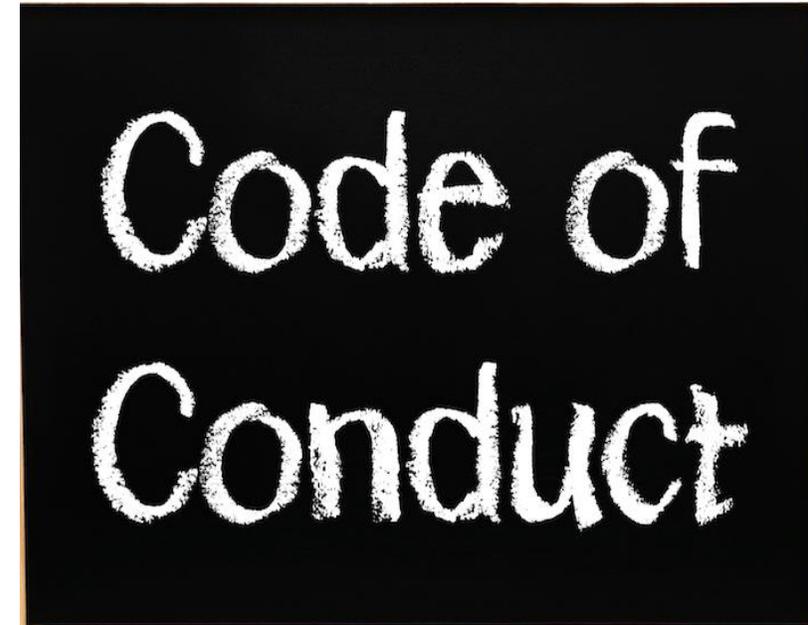


Student Code of Conduct

- Sydney Met is committed to providing an inclusive and safe environment for students and staff where all students can achieve their potential.
- Sydney Met is also committed to upholding the principles of academic integrity and ethical scholarship

Behaviour towards students and staff of the College

- treat Sydney Met students, staff, and others affiliated with Sydney Met with respect and fairness at all times, whether in face-to-face communication or through written communication using email, social media, or any other mode of communication. This includes respecting the privacy of others and not disclosing personal information
- maintain an inclusive and safe environment where discriminatory behaviour towards others based on characteristics such as gender, sexuality, ethnicity, ability, cultural and social background, religion, age or political conviction is not tolerated;
- refrain from any behaviour that others would consider to be bullying, harassing, vilifying or abusive;
- not engage in any behaviour that could endanger the safety or health of others;
- not engage in any activity on Sydney Met premises that is illegal in Australia, including behaviour in relation to weapons, drug use, destruction of property, theft, fraud, or any other activity that is prohibited by Australian law; and
- comply with any reasonable request from Sydney Met staff in relation to safety, or to compliance with policy and procedures, and provide identifying information, including proof of identity, if requested while on Sydney Met premises.



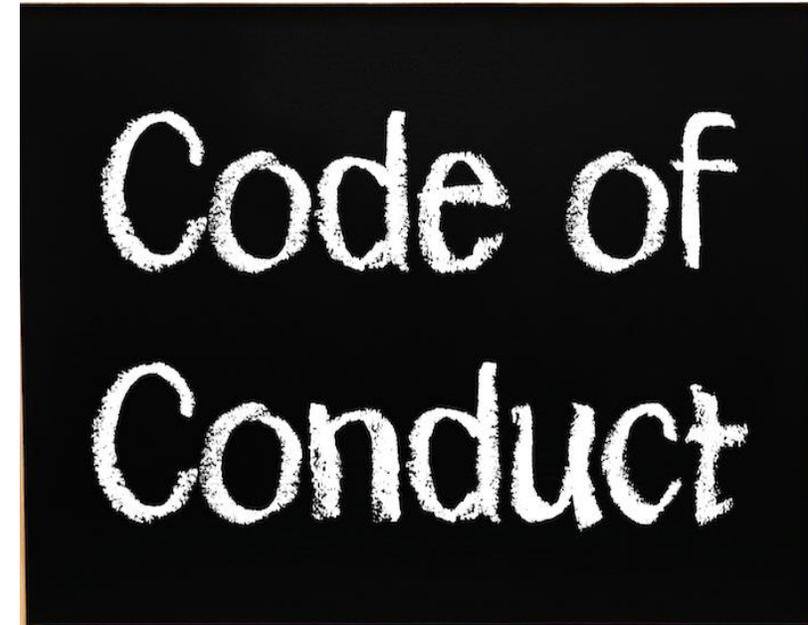
Student Code of Conduct

Behaviour in relation to academic studies

- promote an environment where all students can achieve their potential by refraining from any behaviour that would unnecessarily disrupt, delay, or otherwise interfere with teaching and learning activities at Sydney Met.
- uphold academic integrity, including by not engaging in cheating, impersonation of another person, or by using forged, false, falsified or otherwise inaccurate evidence in relation to admission to Sydney Met, or assessment at Sydney Met;
- maintain professional conduct on the Sydney Met campus or when engaged in College-related activities outside the campus;
- report breaches of academic integrity where these are identified.

Student obligations regarding the Code of Conduct are as follows:

- read and comply with admission conditions and with Sydney Met policies and procedures;
- read and comply with unit and course requirements;
- take responsibility for achieving educational goals, and for using feedback to identify areas of strength and areas for further development;
- act with professional integrity when undertaking any activities associated with the course of study;
- raise issues or concerns with College staff in a timely manner; and
- take responsibility for seeking support and/or assistance when required.

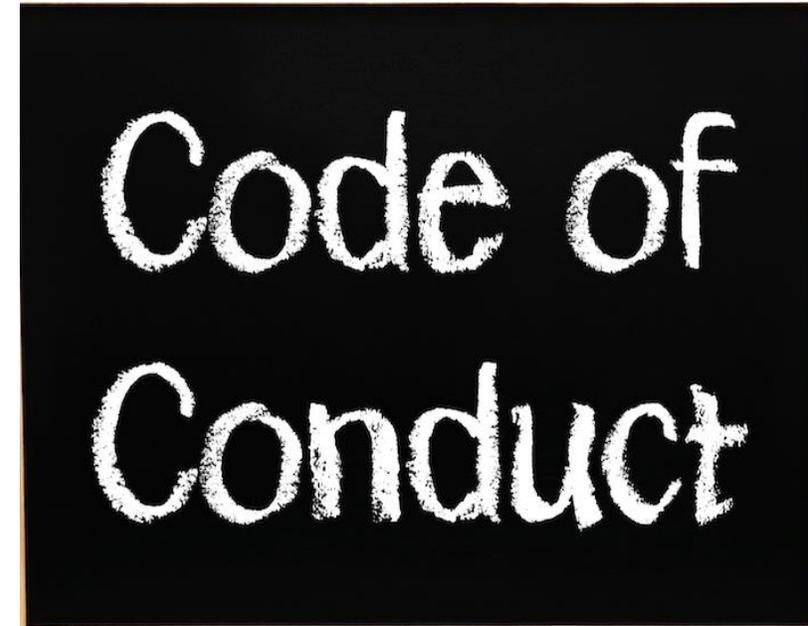


Student Code of Conduct

Breaches of the Code of Conduct

- Breaches of the Code of Conduct will be dealt with in accordance with the relevant policy and procedures (see Academic Integrity Policy and Procedure; Complaints, Grievances, and Appeals Policy and Procedure). If a breach of the Code of Conduct also constitutes a breach of Australian law Sydney Met may report the activity to the police.

For detail information on Student Code of Conduct, please check the college website or contact receptionist.



Student obligations

Student's Obligation to Maintain a Valid Visa and Health Insurance: International students must ensure that they maintain a valid visa and any health insurance (OHSC) required as a condition of their visa. Visa and health insurance renewal is the responsibility of the student.

Breach of Visa Conditions

Intervention strategies may further be escalated if change is not forthcoming and instances of escalation are taken seriously by the college. In the event that avenues to support the student have not yielded the required result, the college may write to the student informing them of a potential breach in their Student Visa conditions, due to a lack of course progress. This may be escalated further where the college may report the student to the Department of Home Affairs as required by law. See website: <https://www.homeaffairs.gov.au>



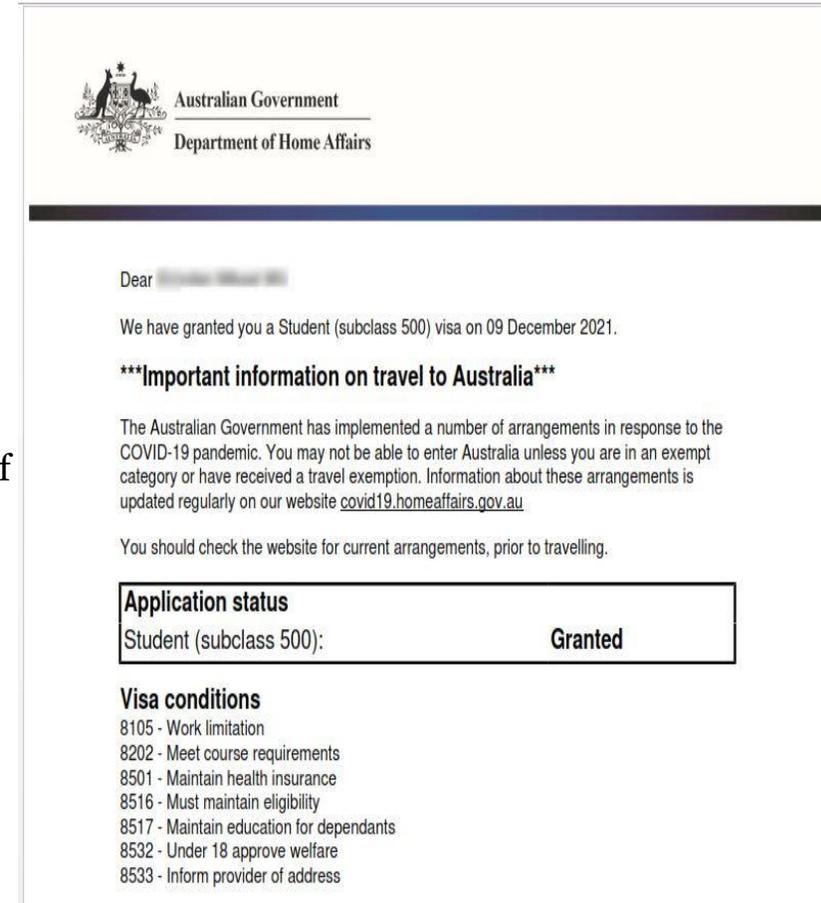
Student visa requirements

International Students are required to observe certain conditions pertaining to their Student Visa. It is important that students understand their obligations in this regard including what the visa allows and disallows the student to do. The college is required to report breaches of visa conditions to the Department of Home Affairs, so it is important for the student, when in doubt, to contact the Department for information, guidance and responses. See the website - <https://www.homeaffairs.gov.au>

Some important things for students to consider as they relate to the student visa are:

- The student must notify the college of their address and contact details within seven (7) days of arriving in Australia.
- The student must update the college on changes to their address and contact details within seven (7) days of the change occurring.
- Students must be enrolled in full time study with the college.
- Students are permitted to work forty (40) hours per fortnight.
- Students must maintain satisfactory course progress.
- Students must have Overseas Student Health Cover (OSHC) throughout the term of their student visa.
- Students are responsible for renewing their visa prior to its expiry.

The Department of Home Affairs web site is <https://www.homeaffairs.gov.au>
The Department's phone number is +61 2 61960196



The image shows a screenshot of an email from the Australian Government, Department of Home Affairs. The email is addressed to a student and informs them that they have been granted a Student (subclass 500) visa on 09 December 2021. It includes important information about travel to Australia during the COVID-19 pandemic, stating that the student may not be able to enter Australia unless they are in an exempt category or have received a travel exemption. It also lists visa conditions such as work limitations, course requirements, health insurance, and education maintenance. A table shows the application status for the Student (subclass 500) visa as 'Granted'.

 Australian Government
Department of Home Affairs

Dear [REDACTED]

We have granted you a Student (subclass 500) visa on 09 December 2021.

*****Important information on travel to Australia*****

The Australian Government has implemented a number of arrangements in response to the COVID-19 pandemic. You may not be able to enter Australia unless you are in an exempt category or have received a travel exemption. Information about these arrangements is updated regularly on our website [covid19.homeaffairs.gov.au](https://www.homeaffairs.gov.au/covid19)

You should check the website for current arrangements, prior to travelling.

Application status	
Student (subclass 500):	Granted

Visa conditions

- 8105 - Work limitation
- 8202 - Meet course requirements
- 8501 - Maintain health insurance
- 8516 - Must maintain eligibility
- 8517 - Maintain education for dependants
- 8532 - Under 18 approve welfare
- 8533 - Inform provider of address

Privacy & confidentiality

Sydney Met will maintain the confidentiality and privacy of student information. However, information collected from students may, as required in accordance with the Higher Education Support (HES) Act 2003 and other legislation be provided to the Department of Education, Department of Home Affairs and Commonwealth, State or Territory Government agencies. Sydney Met is bound by the Australian Privacy Principles (APPs) under the Privacy Amendment (Enhancing Privacy Protection) Act 2012, and the Privacy Act 1988 with respect to the collection, use and disclosure of personal information.

Information is collected from the student before and during enrolment and during their study in order to meet the college's obligations under the Education Services for Overseas Students (ESOS) Act (2000) and the National Code 2018 to ensure student comply with conditions of the visa and with their obligations under Australian Immigration laws generally.

The authority to collect this information is contained in the ESOS Act (2000), the Education Services for Overseas Students Regulations 2001 and the National Code 2018.

Please refer to college's policy on privacy and confidentiality for further details.



**Privacy and
Confidentiality**

STUDENT PLACEMENTS, INTERNSHIP AND CAREER DEVELOPMENT

Your placement year

Supporting you throughout your placement journey

This guide answers the important questions you have by providing information, support and access to an online student community so you can talk to other students just like you.



I'm interested in
doing a placement -
WHERE DO I START?



I have secured
a placement -
WHAT DO I NEED
TO DO NEXT?



I'm on placement -
HOW CAN I MAKE
THE MOST OF IT?



I've finished
my placement -
WHAT NEXT?



SYDNEY MET

Career

We offers a range of career services that go beyond your classroom study and prepare you for your career journey.

We are committed to ensure that you become Career ready upon graduation – with your commitment... of course!

By engaging in the various career initiatives, you will develop the necessary knowledge, skills, networking and confidence to succeed in the job market.

Supporting you with:

- creating a winning Resume
- job search strategies
- interview preparation
- skill development
- networking and professional development

Working Rights in Australia

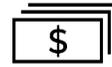
Work restrictions for student visa holders

From 1 July, work restrictions for student visa holders will be re-introduced.

<https://www.homeaffairs.gov.au>



Fair Work Ombudsman:



Pay & wages

- Check or calculate pay
- Current minimum wage
- Paying wages



Leave

- Check or calculate leave
- Annual leave
- Sick and carer's leave
- Compassionate leave



Starting employment

- Types of employees
- Before starting work
- Probation
- Hiring employees



www.fairwork.gov.au



Australia's Quality System for Education and your Rights

The Australian education systems places significant emphasis on the quality of education and seeks to protect domestic and international students and assure the quality of educational delivery. Before accepting an offer to study with the college, international students should familiarise themselves with the Educational Services for Overseas Students (ESOS) framework, a guide as to how education providers, such as this college, need to provide services to international students.

The framework is well-explained on the Australian Education International web site at:

<https://www.education.gov.au/esos-framework>



Study NSW

Stay up to date with the latest news about studying, living and working in Sydney and New South Wales, Australia

<https://www.study.nsw.gov.au/>



Want to start looking for work?



For international students

If you're an international student, you can access many opportunities including a list of NSW employers offering relevant roles.

[Learn more](#)



Jora
Australia



**ASK
ME!**

I am here to help
you



THANK YOU

