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MELBOURNE
INSTITUTE OF TECHNOLOGY

STUDENT HANDBOOK 2024

Section 1

The background is a vibrant orange with a marbled, textured appearance. Scattered across the surface are several circular cutouts, each revealing a dark, intricate pattern of green and blue, resembling moss or lichen. A horizontal strip of bright green moss runs diagonally across the middle. In the lower portion, there are curved, light-brown wooden elements that look like pieces of driftwood or bark, adding a natural, organic feel to the composition.

Let The
JOURNEY BEGIN...

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HOW TO USE THIS HANDBOOK

The information contained within this handbook has been colour-coded for your convenience in order of priority. Each page is colour-tagged according to its urgency or importance.

Example: Immediate Priority - 

COLOUR CODE	INFORMATION
RED 	'I need to know <u>IMMEDIATELY</u> !'
ORANGE 	'I need to know by the first week!'
YELLOW 	'I need to know <u>BEFORE</u> classes begin!'
GREEN 	'I need to know by the end of <u>WEEK 4</u> !'
BLUE 	'I need to know by the end of <u>WEEK 6</u> !'
PURPLE 	'I need to go back and remind myself of this as I go through my study!'

DISCLAIMER: MIT endeavours to ensure all information in this publication is true and correct at time of publication, however information provided is subject to change.

WELCOME!

Welcome to Melbourne Institute of Technology (MIT) where you will join our current students in the pursuit of academic success and a life-changing educational experience.

Improving our student experience and graduate outcomes remains a top priority at MIT. We have recently upgraded our support services including our industry internships, academic support programs, Buddy and Mentoring Programs. I truly believe our success lies with the students' success. I encourage you to sign up for these services to enhance your learning and help you achieve excellent grades.

MIT programs are continually being enhanced and updated to reflect changes in industry and to keep the programs up to date, motivational and interactive.

I look forward to seeing you on campus and am truly excited to see what we can accomplish together.



Dr (HC) Shesh Ghale
Chief Executive Officer



CONTACTS

EDUCATION PROVIDER MAIN CONTACT DETAILS

**Office of Student Administration and Experience
Melbourne Institute of Technology (Melbourne Campus)**

The Argus, Level 2M, 288 La Trobe St
Melbourne Victoria 3000 Australia

T: +61 3 8600 6700

E: studentservices@mit.edu.au

W: www.mit.edu.au

twitter.com/mitaustralia

facebook.com/mitaustralia

https://www.instagram.com/mit_australia

STUDY MELBOURNE

Only a short 5-minute walk from the MIT Campus, Study Melbourne Student Centre provides international students with a wide range of support services including free confidential legal, accommodation and welfare support in addition to events.

T: 1800 056 449 (VIC only)

E: info@studymelbourne.vic.gov.au

W: www.studymelbourne.vic.gov.au

24/7 EMERGENCY CONTACTS FOR INTERNATIONAL STUDENTS

International Student Support Staff - MIT

Ms. Efthimia E. Evryniadis

Acting Campus Director (Melbourne) / Associate
Director, Office of Student Administration and
Experience

E: eevryniadis@mit.edu.au

T: 0417 326 495

COUNSELING SUPPORT

**Lifeline Australia - Crisis Support and Suicide
Prevention**

13 11 14

e-headspace

Online 24 hour support for 16-25 year olds

<https://www.eheadspace.org.au/>

Police, Fire Brigade, Ambulance

T:000

Mingary Counselling Services

Low cost counselling, no mental health plan required,
happy to see International Students

W:<https://www.mingarycounselling.com.au/>

T: 1800 391 393

MEDICAL CENTRES

La Trobe Street Medical

T: (03) 9650 8850

Melbourne Central Shopping Centre
Shop 152C/211 La Trobe Street
Melbourne, VIC 3000

Swanston Street Medical Centre

T: (03) 7046 0890

Level 3, 255 Bourke Street
Melbourne, VIC, 3000

Melbourne Sexual Health Centre (MSHC)

**MSHC provides information on sexual health and
conduct sexual health examinations and lab tests.**

T: (03) 9341 6200

580 Swanston Street
Carlton, VIC, 3053

W: <https://www.mshc.org.au/>

ACCOMMODATION AND LEGAL CONTACTS

Tenants Victoria

(Issues on renting across Victoria)

T: (03) 9416 2577

W: <https://tenantsvic.org.au/>

Consumer Affairs Victoria

Consumer Affairs Victoria provides advice to
consumers, Residential Tenants, landlords, businesses
and not-for-profits.

T:1300 558 181

W: <https://www.consumer.vic.gov.au/>

Victoria Legal Aid

Legal Aid Provides free information on how the law
works and how it applies to your legal problem.

T:1300 792 387

Inner Melbourne Community Legal (IMCL)

**IMCL assist with Legal advice, information,
referral and casework in general family, criminal
and some civil law matters.**

T: (03) 9328 1885

W: <https://imcl.org.au>

TRANSPORT

Metro Trains Victoria (PTV)

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

13 CABS

T: 13 22 27

Uber Melbourne

<https://www.uber.com/global/en/cities/melbourne/>

HOW TO APPLY

CHOOSE YOUR COURSE

Each course offered at MIT has detailed information about the course structure, tuition fees, and entry requirements. Simply visit www.mit.edu.au and select "Courses".

ACADEMIC REQUIREMENTS

Applicants must be at least 18 years of age at the time of commencement.

Applicants for undergraduate courses are assessed on the basis of Year 12 or equivalent overseas qualification. Contact our admissions team at admissions@mit.edu.au to find out if your overseas high school qualification is equivalent to Australian Year 12.

Applicants who completed post-secondary qualifications, e.g. Diploma and Advanced Diploma may be eligible to apply for credit transfer/advanced standing. Each credit transfer application is assessed on a case-by-case basis. For more information on credit transfer, please refer to the [MIT Credit Transfer and Recognition Policy and Procedure](#) or visit www.mit.edu.au

Applicants for postgraduate courses are assessed on the basis of Bachelor degree or equivalent overseas qualification. For more information on entry requirements, see the relevant course information page of the International Student Guide or contact our admissions team at admissions@mit.edu.au to find out if your overseas Bachelor degree is equivalent to Australian Bachelor degree.

ENGLISH LANGUAGE REQUIREMENTS

Applicants must satisfy English language requirements in addition to meeting the academic requirements. For more information on English language requirements, see the relevant course information page. Evidence provided as part of your application must be current (i.e. no older than two years since date of issue).

PREPARING YOUR APPLICATION

You will need to provide the following documents with your application:

- Certified copies of your academic documents e.g. certified academic transcript, certificates
- Evidence of English language proficiency (if you completed studies from a non-English speaking country).
- Employment-related documents, e.g. employment certificate, reference letter, resume (where applicable)
- Any relevant professional/personal development course certificates
- Bio-data page of your passport

SUBMITTING YOUR APPLICATION

Choose one of the following application methods:

- Apply through an MIT approved representative in your home country
- Apply online direct to MIT -this option is available only to prospective applicants already in Australia.
- Deliver hard-copy application in person or by post at:
Melbourne Institute of Technology
Melbourne Campus
Admissions Department (Level 2M)
288 La Trobe Street
Melbourne VIC 3000
Hours of operation: 9am-5pm, Monday to Friday

WHAT TO DO AFTER YOU HAVE APPLIED?

Application processing time for direct applicants is a minimum five working days. We will advise you of the outcome of your application once your application has been assessed.

If you applied through an agent, we will advise the outcome of your application to your agent via email. They will then advise you of the outcome of your application.

If you made a direct application to MIT, we will advise you of the outcome of your application via email.

If your application is successful, you will receive an offer letter from MIT.

WHAT TO DO AFTER RECEIVING AN OFFER LETTER

You must meet all conditions listed on your offer letter before accepting it. See 'Special conditions of the offer' section on your Offer letter.

Complete and return the 'International Student Offer Acceptance Form' enclosed with your offer letter to:

- Your nominated agent -if you applied through an agent or,
- Email to admissions@mit.edu.au
- if you applied directly to MIT

DOMESTIC STUDENTS

You can accept your offer online by going to <https://www.mit.edu.au/study-with-us/domestic-students/how-accept-your-offer>.

WHAT TO DO AFTER RECEIVING AN OFFER LETTER

Offshore prospective international applicants

Genuine Temporary Entrant Screening

All offshore applicants are required to undergo Genuine Temporary Entrant screening assessment conducted by the admissions team at MIT.

Under the Department of Home Affairs (DOHA)'s Simplified Student Visa Framework (SSVF), education providers are required to ensure that all prospective international applicants meet genuine temporary entrant (GTE) requirements and have the financial capacity to support their study while they are in Australia. For more information on GTE, please visit www.homeaffairs.gov.au

If you did not pass the GTE screening, MIT may refuse to assess your application, withdraw an offer of a place or cancel your Confirmation of Enrolment (CoE).

Once you have passed the GTE screening and met all of the conditions of your offer, you will need to accept your offer and make the initial payment as shown on your offer. Information on how to do this will be included in your offer letter.

DEFERRING YOUR OFFER

If you wish to defer your offer, you must do so before the offer acceptance and enrolment date specified in your offer letter.

MIT reserves the right to apply the GTE screening process for all deferred applicants. If you did not pass the GTE screening, we may withdraw an offer of a place or cancel your Confirmation of Enrolment (CoE).

If you need any assistance with deferrals, please contact your nominated agent or admissions team via email at : admissions@mit.edu.au

THINGS TO DO FOR INTERNATIONAL STUDENTS

BEFORE LEAVING HOME

- .. Apply for a passport
- .. Arrange a student visa
- .. Make contact with MIT
- .. Arrange for immunisations and medications from your doctor
- .. Apply for a credit card and/or arrange sufficient funds
- .. Confirm overseas access to your funds with your bank
- .. Make travel arrangements
- .. Arrange travel insurance
- .. Advise MIT of travel details
- .. Arrange accommodation if required
- .. Arrange transport from airport to accommodation, if required
- .. Pack bags being sure to include the following:
 - .. Name and contact details of an institution representative
 - .. Enough Australian currency for transport, phone calls etc. in the event of an emergency
- .. Important documents to bring with you:
 - .. THIS HANDBOOK!
 - .. Passport
 - .. Letter of offer
 - .. Confirmation of Enrolment (CoE)
 - .. Original qualifications and certificates
This is ESSENTIAL as MIT staff are required to certify these documents submitted as part of your application process
 - .. Travel insurance policy
 - .. ID cards, driver's licence, birth certificate (or certified copy)

UPON ARRIVAL IN AUSTRALIA

- .. Call home
- .. Settle into your accommodation
- .. Contact MIT
- .. Purchase household items and food
- .. Enrol children in school (if applicable)
- .. Attend MIT's compulsory international student orientation week
- .. Get Student ID/Access card
- .. Advise health insurance company of your local Australian address and get OSHC card
- .. Open a bank account
- .. Attend faculty/course specific orientation sessions
- .. Purchase required textbooks
- .. Start classes
- .. Apply for tax file number if seeking work
- .. Get involved in student life and associations (e.g. music, sporting, cultural clubs and student events).



Section 2
PRE-ARRIVAL



**NEXT
190 km**



AUSTRALIA

THE GREAT SOUTHERN LAND

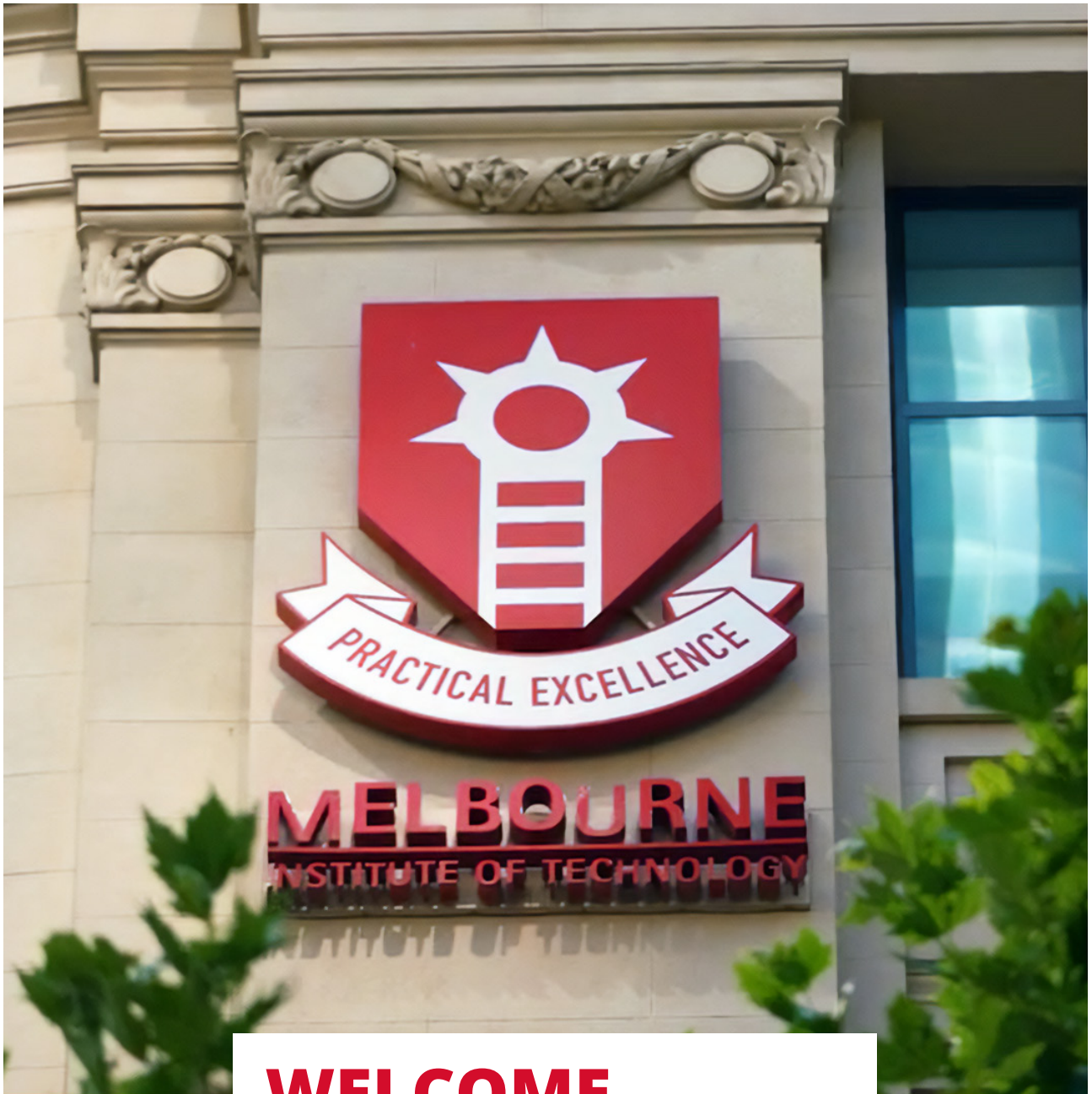
Australia is a multicultural country. It's a country known for world-famous natural wonders, diverse landscapes and a vibrant multicultural society that practices almost every religion and lifestyle.

Australia ranks in top ten in the world with regards to overseas born inhabitants. According to the latest figures from the Australian Bureau of Statistics (ABS), in 2022, 29.5% Australia's population born overseas nationally.

According to ABS population At 30 June 2022, Australia's estimated resident population was 26.0 million people. This was a combination of 18.3 million residents born in Australia and 7.7 million residents born overseas. There was an annual growth of 155,000 people to the overseas-born population in 2022. Net overseas migration was a major contributor to population change in Victoria. For the year ending 30 June 2023 net overseas migration to Victoria was at 154,256 with -1,863 net interstate migration. (Source: www.abs.gov.au).

According to the ABS, in 2022, the most common language spoken at home in Australia other than English was Mandarin, at 1.7% of the total population, followed by Arabic, Cantonese, and Vietnamese and Italian. Chinese-born immigrants now make up 2% of Australia's population.

The island continent is almost as big as the USA, but has a population of only 26.6 million people (most of whom live within 24 kilometres of the coast). Australia's coastline stretches almost 50,000 kilometres and has more beaches (over 10,000) than any other country. Inland, there are vast areas of semi-arid and desert land. All major cities, including the nation's capital Canberra, are wonderfully liveable, offer great cultural liberty and exceptional quality of life.



WELCOME

TO MELBOURNE INSTITUTE OF TECHNOLOGY

Congratulations on choosing Melbourne Institute of Technology (MIT) to pursue your education. We hope that you will find your time at MIT both rewarding and enjoyable.

MIT has provided a friendly environment for many international students since 1996. We are alert to the needs of international students and offer many different avenues of support throughout the duration of your study.

Students from many countries have found MIT to be the best Institute for them to gain the education they need for a successful career. With our highly qualified and experienced teaching staff, we aim to provide students with knowledge they can take into the work place.

We look forward to meeting you and welcoming you to MIT.

MIT MELBOURNE IS LOCATED IN THE HEART OF THE CITY!

MIT's Melbourne Campus is situated among shops, restaurants, the Queen Victoria market and entertainment outlets - plenty of options for relaxing between lectures.

With some of Melbourne's favourite parks and gardens at your doorstep, as well as easy access to public transport, postal and banking services, MIT's Melbourne Campus offers you the perfect balance between study, work and play.

The State Library of Victoria is also only a short walk away, providing a fantastic extra study resource for students.

The campus has excellent teaching and learning facilities, including modern computer labs, computer networking labs, wireless internet, a comprehensive library with the latest electronic information services, student lounge, prayer room, campus security, first-aid facilities, a career advisory service, study advice and counselling/advocacy services available to all students.

GETTING TO MIT

The MIT Melbourne campus is easily reached by bus, train or car. It is only a short walk or bus ride on The City Circle line. The nearest train station is Melbourne Central which is located diagonally opposite the campus.

For Melbourne public transport information, please visit

<https://www.ptv.vic.gov.au/>

APPLYING FOR VISA

Most international students wanting to study in Australia require a student visa. Some other visa holders are also eligible to study as international students in Australia. Many students apply for a visa themselves online or via the Australian Diplomatic Mission in their country. The visa application process can be complicated and for students from some countries it may be better to submit an application with the assistance of an accredited agent, who is likely to have familiarity and experience in the field. Students already in Australia, can get assistance from a registered migration agent to apply or extend their student visa. Registered migration agents can be found at The Australian Government's Department of Home Affairs website. MIT's accredited education agents are listed on our Homepage – <https://www.mit.edu.au/about-mit/contact-us/education-agents-your-country>

DEPARTMENT OF HOME AFFAIRS

The Australian Government's Department of Home Affairs (DOHA) provides comprehensive information about student visa requirements and the application process, as well as application document checklist to assist you with your application.

Visit <https://www.homeaffairs.gov.au/> for the latest information.

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (DFAT)

As well as links from the immigration website, the Department of Foreign Affairs and Trade website has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.

MIGRATION AGENTS

A registered migration agent can assist you in submitting your visa application and communicate with immigration on your behalf, but please note that you do not need to use a migration agent to lodge any kind of visa application.

EDUCATION AGENTS

Education agents promote various Australian education programs and institutions internationally and are a good way for students to apply to study in Australia. Agents are experienced in making international student applications and applying for visas. Most speak both English and the local language, so this makes the application process a lot simpler and generally hassle-free for students and parents. Most do not charge for their service as they collect a commission from the institution you choose to attend. However, some agents do charge small amounts or offer additional services for which they charge.

Please Note: Although able to assist in completing education and visa applications, education agents are not licensed to provide migration advice.

VISA CONDITIONS

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa.

Under these conditions, you must:

- Complete the course within the duration specified in the CoE
- Maintain satisfactory academic progress as per MIT's Academic Progress Policy and Procedure
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Remain with MIT for six calendar months, unless approved for release from MIT to attend another

institution

- Notify MIT of your Australian contact details (address and phone number (either landline and / or mobile) and subsequent changes within seven days

For a full list of mandatory and discretionary student visa conditions please visit <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500>

ARRANGING TRAVEL

You will need to make your own travel arrangements to Australia. Please try to arrive at least one to two weeks before the start of the compulsory International Student Orientation to allow enough time for settling-in, adjusting to the climate and overcoming jet-lag. As you are studying at MIT Melbourne, you should fly into Melbourne International Airport. See <https://www.melbourneairport.com.au/Passengers/Passenger-information/Passenger-journey>

PREPARING TO MOVE TO AUSTRALIA

Making a checklist before you depart ensures that you have all the items you need, and that arrangements are finalised.

You should prepare a folder of official documents to bring with you to Australia, including:

- A valid passport and a current Student Visa
- Any details of accommodation or airport pick-up that have been pre-arranged
- Letter of Offer from MIT
- Copy of your CoE from MIT
- Receipts for any payments already made to MIT
- Original Academic and English Proficiency Transcripts and Certificates
- Identification papers and official documentation such as birth certificate, driver's licence, proof of citizenship etc.
- Credit cards if available
- Some Australian currency for the first few days (AUS\$300 - \$500)
- Your medical records, immunization records and prescriptions
- Marriage certificate if your spouse is coming with you
- Receipts of goods you may bring with you to Australia to assist with assessing customs duty/sales tax
- Photos of your family and friends as well as any items to make your new surroundings feel more comfortable and familiar
- Subject outlines and curriculum details of any previous studies in order to apply for credit transfer advanced standing.
- Phone and mobile plan

If you are travelling with your family, you will need to include their documents as well. Keep all documents in your carry-on luggage. In case you lose the originals, make copies that can be left behind with family to send to you if needed.

Have you got all the information you need?

- Have you arranged accommodation? Ensure you have the address with you as a confirmation of where you will be living
- Who will be picking you up from the airport? Do you need to arrange transport to your new home in Australia?

If you have selected homestay or accommodation arranged by MIT, are all application forms completed including flight details? Have you received your confirmation from MIT via email? If not, email

studentservices@mit.edu.au no less than 10 days prior to departure from your home country. For more information, refer to the Airport Pickup and Accommodation page at <https://www.mit.edu.au/study-with-us/airport-pick-and-or-temporary-accommodation>

PRE-DEPARTURE CHECKLIST

Have you:

- Organised all travel arrangements and packed your documents into folders – as mentioned previously – in your hand luggage?
- Returned your airport pick-up and accommodation form to MIT?
- Checked Customs and Quarantine regulations and packed any items you need to declare separately (refer to Customs and Quarantine regulations)
- Organised to have some cash available on you on arrival in Melbourne?
- Purchased padlocks for your luggage, and secured your luggage for travel?
- Have you clearly labelled your luggage (name and contact details) and marked your cases to easily identify them? You may want to attach a sticker or coloured ribbon so that you can see your luggage quickly and easily
- Made arrangements for accommodation, if you have not asked MIT to make them on your behalf?
- Written down your accommodation address and kept it in your hand luggage?

Make sure that you keep this address on you for easy reference when you arrive. If you have any difficulties, you may contact MIT Melbourne on +61 3 8600 6700 during work hours (Monday to Friday 9am – 5pm).

If arriving outside of these hours, please contact International Student Support Staff

Ms. Efthimia E. Evryniadis

Acting Campus Director, Melbourne / Associate Director, Office of Student Administration and Experience (OSAE)

E: eevryniadis@mit.edu.au

T: +61 38600 6759

Have you arranged for someone to pick you up from the airport, if MIT has not arranged it for you? Packed this pre-departure guide?

STUDENT ARRIVAL AND ENROLMENT INFORMATION

It is important that you arrive at MIT on the starting date displayed on your Offer Letter to ensure that you do not miss any classes. As per the Education Services for Overseas Students Act 2000 (ESOS), any students who fail to enrol within five business days of course commencement will be reported and have their Confirmation of Enrolment (CoE) canceled. Any student seeking an exemption must seek written permission from MIT's Admission department.

Tip: Keep your documents in a re-sealable folder in your carry-on luggage for easy access while travelling and to keep them safe from damage. Remember to scan these documents and save an electronic copy, or leave another set of documents with your friends/family in case you lose any documents.

COST OF LIVING

Victoria is not only a great place to study, live and work. Melbourne is among the developed world's least expensive cities in terms of cost of living, while at the same time offering an excellent quality of life – making it one of the world's most liveable cities.

The cost of living depends upon your background, individual lifestyle, and expectations. However, most students manage approximately \$24,505 per year. This is exclusive of tuition fees and lifestyle expenses but covers accommodation, food, public transport clothing, entertainment, books, stationery, and incidental expenses.

For more information, please visit Study in Australia website: <https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs>

WHAT TO BRING

Students are often surprised by how strict Australian Customs and Quarantine can be. If you're in doubt about whether your goods are prohibited or not, declare them anyway on the Incoming Passenger Card which you will receive on the plane. Students have received on-the-spot fines for not declaring items. For more information visit this Australian Government homepage: <https://www.abf.gov.au/entering-and-leaving-australia/can-you-bring-it-in/declare-it>

Items not to bring:

- Beans, peas, cereal seed
- Egg and products containing eggs
- Fresh food and vegetables
- Meat – uncanned and all pork products
- Milk and milk products
- Popping corn and raw unroasted nuts
- Salmon and trout products
- Live animals
- Live plants
- Biological materials
- Stuffing material (straw, raw cotton, etc.)
- Soil, sand

The following items should be declared:

- Biscuits, cakes, confectionery
- Dried fruit and vegetables
- Other food
- Tea, coffee, juice and other drinks
- Stuffed animals
- Clean bones, horns, feathers, seashells
- Wool, animal hair
- Flowers
- Handicrafts
- Seed
- Wood ware, bamboo
- Herbal or prescription medicines

The items above do not constitute a full list of items that are either restricted or prohibited; MIT highly recommends that students check the Australian Border Force website for a more current list of items: <https://www.abf.gov.au/entering-and-leaving-australia/can-you-bring-it-in/list-of-items>

BAGGAGE ALLOWANCES

Baggage allowances flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure. Economy passengers are generally permitted 1 x checked luggage (30kg) and 1 x carry-on (7kg) for international flights, but only 20kg of checked luggage on domestic flights within Australia. This will significantly limit the amount of things you can bring, especially if you will fly within Australia to get to your final destination. Therefore, it is essential to think the packing process through very carefully. You will be able to purchase most things upon arrival in Australia but the price may be higher than in your own country.

SEASONAL CONSIDERATIONS

Summer in Australia is from December to February, autumn from March to May, winter from June to August, and spring from September to November. For most of the country the hottest months are January and February.

If you arrive in June or July, the coldest months of the year, you may need to bring or buy winter clothing and blankets. You may also need to purchase a heating appliance once you arrive.

Melbourne is known for its weather and can have 4 seasons in one day. Be prepared and bring clothes that can be easily worn in layers. i.e. Cardigans, Sweaters, Jackets etc.

CLOTHING

On most campuses, students usually dress informally. Jeans or slacks with t-shirts or blouses, sneakers or "running shoes" are almost standard dress. Shorts are often worn during the summer months and sandals are the most common footwear. It is acceptable for both men and women to wear shorts and sleeveless t-shirts. This is common during the hotter months.

A sports coat or suit and tie for men and appropriate dress for women is necessary for some functions such as formal dinners, a graduation ceremony, student dances or balls. For festive occasions, you may want to bring traditional dress and accessories.

Other items you might need to include (most can also be purchased in Australia):

- alarm clock
- bath towels, bed sheets, pillow cases
- dictionary (bilingual)
- small sewing kit
- sporting equipment
- toiletries
- umbrella
- scientific or graphics calculator
- micro-recorder for lectures
- spare spectacles or contact lenses
- your optical prescription
- photos of friends and family
- swimming costume
- small gifts from home.

The standard voltage for electrical items in Australia is 240V. Electric plugs have three flat pins one of which is an earth pin. You may need to buy an adaptor or have the plugs changed when you arrive.



BRINGING YOUR COMPUTER

Bringing a PC or laptop into Australia may be a little more complicated.

Items owned and used for more than 12 months prior to arrival are allowed in tax-free. Proof of the date of purchase and purchase price may be required. Computers which are fewer than 12 months old and over AUS\$900 may attract Goods and Services tax (GST) at a rate of 10%. Consideration is given as to whether or not you intend to export the computer at the conclusion of your studies.

To satisfy the Customs Officer that you will be taking the computer out of Australia you should bring along a statutory declaration (a written declaration witnessed by the certifying authority in your country) stating that the computer is for use during your studies in Australia, and that you intend to take it back with you when you complete your studies. You may be required to give an undertaking under Section 162 of the Customs Act (1901) to this effect and provide a cash security to Australian Customs upon arrival.

MOBILE PHONES AND LAPTOPS

If you are considering bringing a mobile phone, laptop, or any communication devices we suggest that you visit the Australian Communications and Media Authority (www.acma.gov.au) before making any purchases.

ON YOUR FLIGHT

Wear comfortable, layered clothing so that you are able to make adjustments according to the local weather. Remember – if you are flying from a northern hemisphere winter into the Australian summer it will be very HOT so wear lightweight clothing underneath, and have a pair of sandals or lighter shoes in your hand luggage if you need cooler footwear. Alternatively, extra clothing may be required on-hand if flying into the Australian winter season.

Before landing in Australia passengers are given an Incoming Passenger Card to fill in. This is a legal document. You must tick YES if you are carrying any food, plant material including wooden souvenirs, or animal products. This includes fruit given to you during your flight. If you have items you don't wish to declare, you can dispose of them in quarantine bins in the airport terminal. Don't be afraid to ask airline staff if you have any questions.

If you are carrying more than AUS\$10,000 in cash, you must also declare this on your Incoming Passenger Card. It is strongly recommended however, that you do not carry large sums of cash but arrange for an electronic transfer of funds into your Australian bank account once it has been opened.

ENTRY INTO AUSTRALIA

ARRIVING AT MELBOURNE AIRPORT

MELBOURNE AIRPORT INFORMATION

Melbourne airport is located about 20 kilometres northwest of the Melbourne CBD.

DOCUMENTS REQUIRED FOR CUSTOMS CLEARANCE

When you arrive make sure you have the following documents ready for clearance:

- Your Passport
- Completed Incoming Passenger Card (this card will be given to you during your flight). Be sure to have completed it correctly and if you are unsure of any items, ask the flight attendants. You will need to complete and sign the declaration section prior to going through customs.

ARRIVAL PROCEDURES

After getting off the plane, follow the 'baggage claim' or 'arrival' sign, where you will approach the Immigration section. Queue at the Immigration section (a Customs Officer will advise you to queue in the appropriate section). Make sure you have your passport and Incoming Passenger Card ready before approaching the Immigration Control point. An Immigration Officer will ask to see your completed Incoming Passenger Card (given to you on the plane) along with your passport and student visa evidence. The Immigration Officer will check your documents and may ask you a few questions about your plans for your stay in Australia.

BAGGAGE CLAIM

Once you have passed through the immigration checks you will move to baggage claim (follow the signs) and collect your luggage. Check that nothing is missing or damaged. If something is missing or damaged, go to the Baggage Counter and advise the staff there of your problem. Staff at the Baggage Counter will help you to find your belongings or lodge a claim for damage.

DETECTOR DOGS

You may see a Quarantine Detector Dog at the baggage carousel or while waiting in line to pass through immigration, screening luggage for food, plant material or animal products. If you see a detector dog working close to you, please place your bags on the floor for inspection. Do not touch/pat dogs as they are 'working dogs' on duty. These dogs are not dangerous to humans and are trained to detect odours. Sometimes a dog will sit next to your bag if it sniffs a target odour. Sometimes dogs will detect odours left from food you have had in the bag previously. A Quarantine Officer may ask about the contents of your bag and check that

you are not carrying items that present a quarantine risk to Australia.

For more information on Melbourne Airport visit:
<http://melbourneairport.com.au/>

AUSTRALIAN CUSTOMS AND QUARANTINE

Once you have your luggage you will go through Customs. Be careful about what you bring into Australia. Some items you might bring from overseas can carry pests and diseases that Australia doesn't have. You must declare ALL food, meat, fruit, plants, seeds, wooden souvenirs, animal or plant materials or their derivatives.

Australia has strict quarantine laws and tough on-the-spot fines. Every piece of luggage is now screened or x-rayed by quarantine officers, detector dog teams and x-ray machines. If you fail to declare or dispose of any quarantine items, or make a false declaration, you will get caught. In addition to on-the-spot fines, you could be prosecuted and fined more than AUS\$60,000 and risk 10 years in prison. All international mail is also screened.

Some products may require treatment to make them safe. Items that are restricted because of the risk of pests and disease will be seized and destroyed by the Australian Quarantine.

For more detailed information about bringing in food, animals, plants, animal or plant materials or their derivatives visit

<https://www.abf.gov.au/entering-and-leaving-australia/can-you-bring-it-in/declare-it>

For more information on Melbourne Airport visit:
<http://melbourneairport.com.au/>

ARRIVALS HALL

You will be able to leave the restricted area and enter the Arrivals Hall once you have cleared Customs. Here you will find a number of retail and food outlets along with public telephones, an information booth and money exchange facilities. If you arrive on a weekend, you may like to exchange money here as most banks are not open on Saturdays and Sundays.

GETTING FROM THE AIRPORT

AIRPORT RECEPTION

MIT AIRPORT PICK-UP SERVICE

Applications for the airport pick-up service and / or temporary accommodation for commencing international students need to be submitted to Melbourne Institute of Technology (MIT) as a minimum, ten (10) business days before the students' departure from their home country. Applications for this service can be made by lodging the Homestay and Airport Pickup Application Form via email to studentservices@mit.edu.au.

Students who have requested airport pickup service are picked up by a company named **ToGoTo Australia** (<http://www.togoto.com.au/>), a professional airport pickup company used by MIT for our international students. Students travelling with immediate family (spouse/partner and/or children), must contact the Office of Student Administration and Experience for booking advice. Please note a fee is charged for this service. Refer to <https://www.mit.edu.au/study-with-us/tuition-fees> for the current fee charge.

If your flights details change, you need to change your existing airport pickup booking details. Please either:

- Call MIT Melbourne Campus on +61 3 8600 6700 during normal business hours (Monday to Friday between 9:00am and 5:00pm Australian Eastern Standard Time) and ask to speak to an Office of Student Administration and Experience team member regarding a change to airport pickup requirements or
- Email the Office of Student Administration and Experience Team attaching both your existing airport booking confirmation details and your new flights details.

Please note: No changes can be made via the above options within 72 hours (i.e.: 3 days) of your departure from your home country.

If your flights details change, you need to change your existing airport pickup booking details. Please either:

- Email **TOGOTO Australia** (togoto@togoto.com.au) attaching both your existing airport booking confirmation details and your new flight booking details or
- Phone Ellen on + 61 409 503 646 advising her of your new flight details and your existing airport booking reservation number.

YOUR OWN TRANSPORT ARRANGEMENT

- Make sure you have the contact name and phone number of the company/person you have arranged to meet up with. At this stage you should make your way to the Arrivals Hall and keep a look out for the person picking you up.
- If you cannot find the company/person after a while, then you should make your way to the Information Desk or the nearest public payphone (Telstra) and call them or (use your mobile if you have one). Standard national and mobile calls are free of charge from all Telstra payphone. Visit <https://www.telstra.com.au/find-us> to find a Telstra service near you.

TAXIS IN MELBOURNE

Taxis are available at each terminal. To catch a taxi, follow the signs and head to the taxi queue. It costs approximately AUS \$60-\$65 to get to Melbourne Central Business District (CBD).

For more information, please visit:

www.melbourneairport.com.au

You can use a credit card to pay for the fare.

SKYBUS

SkyBus offers an express bus service from the airport to the city centre. This service operates 24/7, including most public holidays.

Buses run every 10 minutes throughout the day.

You can board SkyBus at either end of the express route:

- At Melbourne Tullamarine Airport: SkyBus terminals can be found at the kerbside at 'Arrivals' for international and domestic flights.
- In the heart of Melbourne at Southern Cross Station. The SkyBus terminal is on the corner of Bourke and Spencer Streets

Tickets can be purchased on arrival at the bus stop or purchased online at <https://www.skybus.com.au/melbourne-city-express/buy-tickets/>

WHAT TO DO IF YOU ARE LOST UPON ARRIVAL AT MELBOURNE AIRPORT

If you are lost, please make your way to the nearest public phone to call for assistance. Visit <https://www.telstra.com.au/find-us> to find a Telstra service near you.

Select the most appropriate option below:

- During normal business hours (Monday to Friday from 9am to 5pm) call MIT Melbourne Campus 03 8600 6700
- Outside of normal business hours and weekends, please call Heather from TOGOTO Australia on mobile 0419 433 922.

KEEPING IN CONTACT

Before you leave home, you should provide your family and friends, and MIT as your education provider in Australia, with details of your flights to Australia and where you will be staying when you arrive. (Do not change these details without informing them.) Once you have arrived in Australia, you should then let your family and friends know that you have arrived safely. It is important to ALWAYS let someone know where you are and how to contact you by phone or by post.

UBER

Uber is a car-for-hire service that uses smartphone technology to dispatch a driver to your location or required location and then to your destination(s). You will need a credit or bank card, a mobile phone with an active Australian phone number, and the Uber app. Note: Drivers do not possess special licences for driving a vehicle but instead use their personal vehicle and a regular driver's licence to discount fees.

ACCESSING MONEY

You should read this section carefully, and discuss the issues raised in this section with the bank or financial institution in your home country before you leave. All banks operate differently and you should be aware of all fees, charges, ease of access to your funds, and safety of the way in which you will access those funds.

HOW MUCH TO BRING

You will need to make sure you have enough funds to support you when you first arrive. It is recommended that you have approximately AUS \$1,500 to AUS \$2,000 available for the first two to three weeks to pay for temporary accommodation and transport. You should bring most of this money as either traveller's cheques or on an international credit card. Traveller's cheques can be cashed at any bank or currency exchange in Australia.

Please note that it is not safe to bring large sums of money with you! Lost credit cards or traveller's cheques can be replaced, but very few travel insurance companies will replace lost or stolen cash. Do not ask someone you have just met to handle your cash for you or to take your cash to make payments for you. Not even someone who may claim to be also studying at MIT.

CURRENCY EXCHANGE

Only Australian currency can be used in Australia. If you have not brought some with you, you will need to do so as soon as possible after arrival. You can do this at the airport. Once you have arrived in Melbourne you can also change money at any bank or at currency exchanges which will be located at the airport or at central locations in the CBD. MIT will assist you with this both on arrival and during orientation.

ELECTRONIC TRANSFER

You can transfer money into Australia by electronic telegraph or telegraphic transfer at any time. This is a fast option and will take approximately 48 hours, but the bank will charge a fee on every transaction.

ATMs

Automated Teller Machines (ATMs) are located everywhere (including at the airport) and you can immediately withdraw cash from your overseas bank account at ATMs displaying the Cirrus Logo (if your ATM card has international access). Check this with your financial institution before leaving home.

Locations

<https://www.anz.com.au/locations/> (ANZ)
<https://www.westpac.com.au/locateus/#/> (Westpac)
<https://www.nab.com.au/contact-us/nab-atms> (NAB)
<https://www.commbank.com.au/digital/locate-us> (Commonwealth Bank)

CREDIT CARDS

All major international credit cards are accepted in Australia but you must remember that repayments to many of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification laws.

TEMPORARY ACCOMMODATION

HOTELS, MOTELS AND BACKPACKERS

Generally, the price you pay for accommodation will determine its quality. However, it can be expensive to stay in a good-quality motel or hotel for a long period of time. Backpacker accommodation is relatively inexpensive but you may need to bring your own pillow and sleeping bag if you choose this option. There are several different types of accommodation options to choose from.

STAYING WITH FRIENDS OR FAMILY

If you know someone in Australia, this is a great way to settle-in to life here. Your friends or family can provide advice, support and encouragement in your first days in Australia.

EMERGENCY ACCOMMODATION

For students who find themselves in need for emergency accommodation, Melbourne Institute of Technology suggests you contact Space Hotel. Space Hotel will accommodate the student for a short term period at a reasonable price.

Space Hotel is located at:

380 Russell St, Melbourne VIC 3000

Space Hotel is attended 24 hours a day on Free Call (03) 9662 3888.

There is also a range of budget hotels, motels and backpacker venues available.

Please check out:

<https://www.booking.com/hostels/city/au/melbourne>

<https://www.trivago.com.au/melbourne-44314/city-districts/melbourne-cbd-2005107>

BRINGING MY FAMILY

Most student visas allow you to bring your family members to Australia as your dependents. Check your individual circumstances with the Department of Home Affairs (See: Arranging Visas). Family members include your spouse, and you and your spouse's dependent children. Before bringing your spouse or children to Australia, you will have to prove that you can support them financially. The cost of supporting a family in Australia is very high. You may have to consider and discuss many issues with your family. Please refer to <https://www.moneysmart.gov.au/> (Money Smart website) for more information on the yearly cost of supporting a family in Australia.

ISSUES TO CONSIDER

Rather than bringing your family together with you to Australia, some students may find it useful to arrive first, settle into studies, find appropriate accommodation, adjust to living in Australia and then arrange for their family to join them.

Before making a decision to bring your family to Australia it is important to consider the following issues:

- The cost of airfares for your family to and from Australia
- Possible higher rent for a larger home
- Limited employment opportunities for your spouse
- Extra costs for food, clothing and other necessities
- The effect on you and your studies if your family is not happy in Australia
- Whether your children will adjust to school in Australia
- Waiting lists for child care centres
- Whether to come alone to Australia first and arrange things for your family, or to all come at the same time. For more information visit: www.homeaffairs.gov.au

CHILD CARE

Finding suitable child-care in Australia requires patience and planning. Waiting lists for places in most child-care centres are long.

Many schools offer before- and after-school care programs (usually 7:30am-8:45am and 3:30pm-6:00pm and sometimes 6:30pm). Children who need these programs must be registered with the school.

Child-care providers near MIT Melbourne campus include:

- Goodstart Early Learning Centre 1800 222 543
- Sentia Early Learning (03) 9629 9860
- Little Flyers - Kids on Collins (03) 9629 4099



SCHOOLS

If you would like to bring your children to Australia with you, you must be aware of the following schooling issues:

1. It is an immigration policy that school-age dependants of international students undertake formal schooling while they are in Australia.
2. Children who have their fifth birthday before 30th April of that calendar year are eligible to start school.
3. You will need to provisionally enrol your child in a school before you leave your home country and you will normally have to pay the school fees one semester in advance. The school will issue an electronic Confirmation of Enrolment Form (CoE) stating the program and its duration, so that you can obtain the appropriate visa for your child.
4. The Diplomatic Mission in your country can tell you which State schools are registered to take international students. Fees are payable by international students at all State schools unless you:
 - Are in receipt of sponsorship or scholarships from the Australian Government or
 - Hold a higher institution or approved non-government scholarship. These scholarships must be approved by the State government for the dependants to be exempt from school fees.
5. You will be responsible for school fees and other costs including school uniforms, books, excursions and stationery.
6. When choosing the most appropriate school for your child, it is best to ask questions about the school's curriculum, size, extra-curricular activities and the size of individual classes.
7. You should also take into consideration the distance from the school to your education institution, the suburb in which you intend to live and the method of transport you plan to use.

For further information, please contact
<http://www.education.vic.gov.au/school>

There are two types of schools in Australia – State schools and Independent or non government schools.

You may choose to send your child to a non-government school. These types of schools are referred to as private schools because they are not part of the government school system. There are two private sectors – Catholic and Independent.

Independent schools are privately run and may be affiliated with a particular religious group or non-denominational in nature. Fees at independently run schools tend to be higher than public schools. The quality of schooling facilities also varies. Catholic affiliated private schools in Melbourne are very popular and can be found in most suburbs.

For more information about Independent Schools, please visit:

<https://www.is.vic.edu.au/>



LIVING IN MELBOURNE

Melbourne is one of the most beautiful cities in Australia, just one reason why it keeps ranking highly on international research on liveable cities. It is also one of Australia's most multicultural and cosmopolitan centres with a long history of immigration and the establishment of many ethnic communities, each has its own unique character, rich with distinctive customs, festivities, foods and art which has made Melbourne what it is today.



Melbourne is only a few kilometres inland from Port Phillip Bay, with the main part of the city on the northern bank of the Yarra River. Melbourne is known for its cafes, culture and nightlife, giving it a uniquely cosmopolitan feel.

It is also Australia's fashion capitals, known for its elegant residents and great shopping scene. Plus, it is a gateway to the wonders of regional Victoria: wine country, ski fields, spectacular peninsulas and the famous Great Ocean Road.

The main activities that inhabitants get involved in are: sport (particularly Aussie Rules Football), fashion and festivals. Students living in Melbourne enjoy a fantastic lifestyle made possible by the city's many assets. Melbourne is also known as the perfect place to study with easy access to transport and a low humidity temperate climate.

The average temperatures in Melbourne are:

Summer (Dec – Feb): 15 – 26.2°C

Autumn (Mar – May): 12 – 21.1°C

Winter (Jun – Aug): 7.86 – 15.2°C

Spring (Sep – Nov): 11 – 20.5°C

WATER RESTRICTIONS

Permanent water-saving rules were introduced in 2011, and are always in place so that we use water efficiently.

The residential water use across Melbourne was 162 litres per person per day in 2018/19 and we are continue working towards Target 155.

For further information regarding water restrictions in Victoria including target 155, please refer to: <https://www.water.vic.gov.au/liveable/using-water-wisely/advice-and-rules/stage-1-water-restrictions>

LIFESTYLE

Melbourne is the home of the State of Victoria and is the second largest city in Australia with a population of over 5.2 million. It is a modern, vibrant, cosmopolitan and multicultural city. Shopping in Melbourne is an adventure. For those with refined tastes, Melbourne also boasts some of the finest restaurants providing every cuisine from around the world. Melbourne is regarded as the sporting capital of Australia for its world class events, including the Australian Grand Prix, Australian Open and International Cricket Series.

Melbourne is all about lifestyle and has been voted as one of the world's most livable cities for ten years running. For up to date information on Melbourne events visit: <http://www.visitmelbourne.com/>

Nightlife is another of Melbourne's attractions. Melbourne boasts some excellent bars and night clubs, and a world-class entertainment complex. Whether it's strolling along the streets at night or walking along the enjoyable Yarra River edge, you can be sure to have a relaxing and fun experience.

PERMANENT ACCOMMODATION

Most students want to live within walking distance of the campus but this is not always possible, and accommodation is usually determined by availability and cost. Often it is more convenient and more cost-effective to live further from the campus but closer to shops and public transport.

HOMESTAY

What is a homestay? Homestay is when you stay with a family in their home, in the suburbs, which are usually about 30 - 50 minutes from the city by train.

The family provides you with your own bedroom and you are welcome to share the other facilities of the home - the bathroom, living room, kitchen, laundry, etc. It is different to a guesthouse or 'bed and breakfast' establishment in that you are treated like a member of the family. Remember, too, that, as it is a family situation, respect and co-operation are required.

Homestay is a fantastic opportunity to really experience the Australian lifestyle and the different cultures first hand and enjoy the warmth and hospitality of the multicultural diversity of people who live in Australia. Your host family can also help you plan sightseeing and other activities during your stay in Australia during the summer vacation or during an absence of more than one week, however there is no contractual obligation for them to do this.

MIT can find an appropriate Homestay for you: simply fill in the Airport Pickup and Homestay [Application form](https://www.mit.edu.au/study-with-us/airport-pick-and-or-temporary-accommodation) which can be downloaded from <https://www.mit.edu.au/study-with-us/airport-pick-and-or-temporary-accommodation>

TEMPORARY ACCOMMODATION

Homestay or "full board" accommodation is a good choice if you want to experience living in an Australian home, reduce set-up costs and improve your English. It provides students with a family-like environment with utility costs (i.e. gas, electricity and water) included. Families (or sometimes a couple or single person) offer you a room in their home as well as three meals per day (i.e. breakfast, lunch and dinner). All homestay accommodation is thoroughly screened to ensure it is a suitable living environment for student.

Once you have accepted your offer, received your student visa and booked your flight to Melbourne, you can make an online homestay request with the Office of Student Administration and Experience (OSAE) Team. Fill in the Homestay and Airport Pickup Application and return to studentservices@mit.edu.au

OSAE must receive your homestay request at least 15 working days prior to your arrival in Melbourne.

The minimum homestay duration is four weeks.

A homestay placement fee of AU\$310 must be paid when you apply for homestay. Please refer to <http://www.mit.edu.au/study-with-us/tuition-fees> for the all current accommodation charges.

ALTERNATIVE ACCOMMODATION

MIT can assist with other types of accommodation on request. This type of accommodation requires some research so may take some time to arrange. Students will need to communicate with the OSAE Team.

Alternatively, you can email at studentservices@mit.edu.au or in person on Level 2M to make enquiries.

Hostels

Alternatively, students may want to choose a student hostel; one such example is Unilodge.

Unilodge

Unilodge offers students furnished studios, 1 and 2 bedroom apartments across Melbourne. Designed and built specifically for students, residents of Unilodge can appreciate state of art security, the on-site business centre, and the support of an experienced management team. Living at Unilodge gives students access to Melbourne's best lifestyle and entertainment. For more information, please visit Unilodge's homepage: <http://www.unilodge.com.au>

RENTING A FLAT OR A UNIT

Renting is another option for students to consider when staying in Melbourne. Students often rent a flat or a unit and share with other friends, which can save money. The average price for renting near the city varies dramatically and can range from approximately \$250 per week for a one-bedroom property to well over \$350 per week. You can obtain further information regarding renting when you arrive from the Student Administration and Experience (OSAE) team on Level 2M.



UNFURNISHED

There are many responsibilities involved with renting a property.

Below is a list of steps to ensure you have a comfortable and stress-free stay in Australia:

- Find the location as close to the city/public transport and public conveniences as possible. This will save time and gives you more available time to do other activities.
- There are lists of vacant properties in the local newspapers and Internet Real Estate Listings.

You may also want to visit real estate agents websites directly for property information. These are examples of the real estate agents you may want to visit:

- www.realestate.com.au
- www.domain.com.au
- www.rent.com.au

SHARE HOUSE

Share house accommodation is very popular with students. Students share their own cooking and share most of their household expenses (e.g. food, water, electricity, gas). Most share houses are unfurnished. Most share houses are arranged among friends or you may find potential flat-mates on websites such as:

<https://flatmates.com.au>
www.gumtree.com.au

Prepare a budget that you will need to spend for the property. A bond payment equivalent to four weeks rent is usually required plus one week's rent in advance. (Subject to agents' requirements.) For example, if rent is AUS\$120 per week, the cost to move

into a new apartment would be $\text{AUS\$120} \times 4 = \text{AUS\$480}$ plus AUS\$120 (one week's rent in advance), so the total amount required would be approximately AUS\$600.

FULLY FURNISHED

You may otherwise want to rent a furnished property, which will cost considerably more.

Fully-furnished accommodation usually includes the following:

- Bed
- Refrigerator
- Cooking facilities
- Washing and drying facilities
- Kitchen table and chairs
- Lounge

The starting price for fully-furnished properties is approximately AUS\$250p/w for one bedroom, only if shared.

Also remember, once you have signed an agreement, you must follow the rules and regulations. If you need any assistance, you can come to level 2M or call 03 8600 6700.

THINGS TO KEEP IN MIND WHEN RENTING

SECURITY DEPOSITS/BOND

The owner or agent of an owner who has the right to rent you a property is called the landlord. A landlord will ask you for money before you move into an apartment/unit/share-house. This is called a security deposit or bond, and may amount to more than AU\$1,000 dollars. The bond is usually set at four weeks' rent. A bond/security deposit is an amount of money that is supposed to guarantee that the tenant/rentee will care for the property. If the tenant does not care for the property or clean it before leaving, the landlord has a legal right to keep the security deposit. Otherwise, the landlord must return the security deposit within a month after the tenant leaves.

The tenant is also usually expected to pay a rental bond. See: <https://www.globalpropertyguide.com/Pacific/Australia/Landlord-and-Tenant>

SIGNING A LEASE

In most cases, the landlord will require the tenant to sign a lease. A lease is a written agreement between a tenant and a landlord that describes the responsibilities of each party. This is a binding legal document that commits the student to a specific period of residency in the unit.

INSPECTION OF PROPERTY

Most landlords will inspect the property with you on commencement of your tenancy. This is done with a list of furniture and fittings in each room of the property so that the two of you can agree on the condition of the property at the commencement of the tenancy. You should note on this document anything you notice during the inspection that is not already listed, and keep a copy that has been signed by both of you. Once you are the tenant, the condition of these things will be your responsibility. This will be done again at the end of your tenancy and the final condition of the property may determine the return of your full security deposit.

If this inspection is not suggested, you might suggest it yourself as a means of ensuring fair treatment for all parties involved.

UTILITIES

Unless someone is already living in the dwelling, the new tenant must start utility services, such as telephone, water, electricity, and gas. This requires contacting each individual company and arranging for the services to be connected from a specified date. The companies providing these utilities may also require a small security deposit. In some cities instead of making numerous calls to different companies, there may be a

utility provider company. If someone has vacated the property before you, contacting these utility companies for connection of services will ensure all previous accounts have been finalised and paid for by the previous tenant.

There are service providers that can save you time by doing the leg-work for you. They can arrange connections to services like water, electricity, and gas on your behalf. All that is required is to call them and provide some specific details. They can also offer discounts and deals to save you money and make the transition easier. .

<https://www.australiangasnetworks.com.au/gas-connections/the-process/find-a-gas-energy-retailer>

Examples of electricity providers in VIC include:

- Energy Australia
www.energyaustralia.com.au
- AGL
<https://www.agl.com.au/>
- Origin Energy
<https://www.originenergy.com.au/>

RESTRICTIONS

The lease may contain restrictions, such as not permitting animals or children in the dwelling. Ask the landlord about his/her particular requirements. Make sure that you know and understand the restrictions before signing the lease. If you do not obey the restrictions on the lease, the landlord can ask you to leave the property.

INSPECTING A POTENTIAL PROPERTY

It's a good idea to take notes of each property you inspect. As well as the address, rent, and agent take notes of the following details:

- Are there laundry facilities?
- Is there a telephone line already connected?
- Do the light fittings work?
- Is the oven/stove, gas or electrical?
- Do the toilet and shower both work?
- Is there damp or mould on the walls?
- Is there painting required?
- Is the place furnished? What kind of furniture?
- What kind of heating/cooling is there?
- Is there an insect/pest problem?
- Is it close to transport, shops, and campus?
- Will the area be noisy? Is it on a busy road?
- Is there good security?
- Will the landlord carry out any repairs before you move in?



- How are repairs made once you live there, and who pays for which repairs?

CHOOSING A ROOMMATE

The task of choosing a roommate needs to be taken very seriously. The person or persons with whom you decide to live can affect the quality and productiveness of your international student experience in Australia. When the moment comes for you to make your decision concerning roommates, remember these tips: don't panic, take your time, and don't compromise on important principles.

BILLS AND EXPENSES

Do you and your roommates expect to share the costs of buying toilet paper, washing powder for clothes and dishes, cleaning supplies etc. which is used by everyone?

If you are answering an advertisement for a roommate, what does the rental price cover? Does it include utilities, or are they split equally when the accounts are due? Who will pay them and how will you all know they have been paid?

A small notebook which is signed by everyone who hands over their share of the costs and signed by the person the money is given to, is a good idea.

FOOD

- Do you and your roommates expect to share the costs of buying food and share in the preparation?
- Do you have specific food needs (allergies, preparation needs)?
- If your needs are for halal and your roommates are not, can you agree on respecting and upholding each other's needs?

CLEANING

- Who will clean what? How often?
- Decide exactly what "clean and tidy" means to you.
- Will you hire a cleaning company to keep things under control?

PERSONAL HABITS AND INDIVIDUAL NEEDS:

- How much privacy do you need?
- What hours do you usually sleep? Study? Relax? Socialise? Shower? Wash clothing?

SMOKING AND DRUGS

- Do you prefer to have a smoker or non-smoker as a roommate? Is a smoker all right as long as they smoke outside the residence?
- Many rental agreements will forbid smoking inside the premises. Clarify your stance on the use of alcohol and/or illicit substances.

MUSIC AND TELEVISION

- What are your musical likes and dislikes?
- Do you watch TV every day or just once in a while?

Do you like to study with or without music/TV?

PERSONALITY TRAITS AND COMMUNICATION

- How do you perceive yourself? How do others perceive you?
- Do you enjoy being around a lot of people - or just a few friends? Are you more comfortable by yourself?
- What about overnight visitors?
- When conflicts arise, how do you go about resolving them?
- How do you behave when you're happy - angry? What are the things that bother you most?

Please keep in mind that not everyone can be trusted! Follow your instincts and do not room with someone you do not trust.

HOUSEKEEPING

Some international students who come to Australia have never had the need to do their own shopping, cooking, and housecleaning. If these activities are new to you, you will need to understand that in Australia unless you choose to hire someone from a home services company to do some of these things for you, these are the responsibility of each individual and are a sign of personal independence and becoming an adult. Most Australians, especially landlords and rental agencies, believe it is very important for one's living environment to be kept clean. Our concern for cleanliness is evident when you visit the supermarket, where many varieties of cleaning products are sold.

KITCHEN STOVES AND OVENS

Kitchen stoves may be either electric or gas. It is important to keep the burners and oven of an electric range clean so that they may operate safely and efficiently. Tenants should clean electric stove burners after each use to prevent food from hardening on them. The electric oven should also be cleaned periodically with an oven-cleaning product unless it is a "self-cleaning" oven, for which you should follow directions carefully.

REFRIGERATORS

Refrigerators should be defrosted periodically, when ice or frost in or around the freezing unit becomes evident. To defrost a refrigerator, one should turn it off, empty it, and allow the water from the melting frost to drip into a pan or the tray beneath the freezer. This may take overnight, but can be done more rapidly if one puts a pan of hot water in the freezer. When the ice has melted, one should empty the tray of water into the sink. It is not a good idea to use sharp instruments to chip off the ice as they may damage the freezer and your eyes. A solution of baking soda and water can be used to clean the inside of the refrigerator. Some refrigerators automatically defrost themselves. The cooling grills on the back of a refrigerator should be vacuumed periodically to remove dust build-up, to enable the unit to refrigerate more efficiently. A refrigerator that does not work efficiently will cost you more on your electric utility bill.

DISPOSAL OF RUBBISH

Because insects such as ants and flies can be a problem, it is important for tenants to empty their rubbish every one to two days into the wheelie bins (large bins) provided outside your accommodation. You will then put the wheelie bin/s out on the footpath once a week to be collected by council rubbish trucks. The landlord will inform the tenant about the way to dispose of garbage particularly with regards to recycling and the days your rubbish is collected.

CLEANING KITCHENS

Grease and oil from cooking collects on cabinet and refrigerator tops and walls, especially if occupants fry foods often. These areas should be cleaned often in order to avoid unpleasant odours and fire hazards.

CLEANING THE BATHROOM

Sinks, showers, and tubs may be cleaned with bathroom cleaning products from the supermarket. If a sink does not drain properly, ask the landlord or manager to look at it. Toilet bowls should be cleaned with a special toilet cleaning solution. A plunger may also be used for toilets that do not flush properly. Do not put any items or paper other than toilet paper in the toilet as this may block the pipes. If it is obvious that misuse of the unit has caused the need for repair, the landlord will charge you for the cost of repair or cleaning.

CLEANING FLOORS

Different types of floors will require different kinds of care. A landlord can recommend the way he/she prefers to have the floors cleaned. In apartments, the managers often maintain vacuum cleaners for tenant use. You can also buy vacuum cleaners at department stores. Upon leaving a dwelling, the occupant is usually expected to have the carpet professionally cleaned. The landlord can inform the tenant about proper cleaning procedures.

CLEANING PRODUCTS

Grocery stores and supermarkets stock many different products for cleaning. It is important to read labels carefully in order to understand proper uses and dangers of the products.

(Warning: Keep all cleaning products out of reach of children and do not mix products!)

MAINTENANCE, FIXTURES AND FITTINGS

You will be expected to replace light globes and keep fittings in your accommodation clean. If repairs or maintenance are required for example; a blocked toilet, the landlord should be consulted at the time. Generally, repairs will be the responsibility of the owner/landlord, unless caused by misuse of the item by the tenant or their visitors.



SMOKE ALARMS

Smoke alarms are devices that detect smoke and sound an alarm. Smoke alarms alert and wake people allowing valuable time to get out of a house during a fire. When you go to sleep, your sense of smell also goes to sleep. If there is a fire, toxic fumes may overcome you before you wake up. For your protection confirm in writing with the landlord that a smoke alarm is installed in your rental property.

ONLY WORKING SMOKE ALARMS SAVE LIVES!

- Once a month you should check the battery by pressing the test button on the smoke alarm. If you cannot reach the button easily, use a broom handle to press the test button.
- Keep them clean. Dust and debris can interfere with their operation, so vacuum over and around your smoke alarm regularly.
- Replace the batteries yearly. Pick a public holiday or your birthday and replace the batteries each year on that day
- When the battery is low the smoke alarm will sound a short 'BEEP' every minute or so. This is to alert you the battery is low and needs replacing.
- Smoke alarms must never be painted.
- If cooking and smoke sets off the alarm, do not disable it. Turn on the range fan, open a window or wave a towel near the alarm.
- Do not remove the batteries from your smoke alarm or cover your smoke alarm to prevent it from operating.

(Source: Metropolitan Fire Brigade, Melbourne)

PEST CONTROL

Each State and Territory in Australia has different laws regarding pest control of rental properties. For the state of Victoria, we refer you to the following website:

<https://www.consumer.vic.gov.au/housing/renting/repairs-alterations-safety-and-pets/pests-infestations-and-mould>

WHERE CAN I GET HELP?

As a tenant, you can get assistance from either one of the following organisations:

The Tenants Union of Victoria

<https://www.tenantsvic.org.au/>

Consumer Affairs Victoria

<https://www.consumer.vic.gov.au/>

Victorian Civil and Administrative Tribunal (VCAT)

<http://www.vcat.vic.gov.au>

SERVICES TELECOMMUNICATIONS

TELEPHONES

Calling Emergency Services DIAL 000

From mobile phones, dialling 112 will override key locks on mobile phones and therefore save time. Emergency Services operators answer this number quickly and to save time will say, "Police, Fire, or Ambulance". If you are unsure of what emergency service, you need tell the operator what the emergency is. You will then be connected to the appropriate service to assist. It is wise to think ahead with the most important information which will help them to respond: where you are (note street names and the closest intersection); what has happened and to whom; what condition the person is in. The operator may then ask you to stay on the phone until the emergency services arrive. In life-threatening situations the operator may also give you some instructions to assist until the emergency unit arrives. If you are concerned about your English, remain calm and work with the operators who are very experienced with all cultures.

PUBLIC TELEPHONES

Australia has an extensive network of Public Phones throughout the country. They are easily recognised by the orange and blue Telstra emblem. The cost of local calls is 50 cents (AUD) with most phones accepting coins and prepaid telephone cards. Long-distance call charges vary depending on time of day and distance.

Sundays are an excellent day to make interstate or international calls due to all day discount rates.

Pre-paid telephone cards offer competitive calling rates to all countries 24 hours per day.

Pre-paid telephone cards cost \$5, \$10, \$20 and \$50 and may be purchased at most newsagencies, post offices and convenience stores.

LOCATION OF PUBLIC TELEPHONES

<https://www.telstra.com.au/consumer-advice/payphones>

MAKING PHONE CALLS WITHIN AUSTRALIA

To make international phone calls:

Dial – international access code (0011) + the country code + the area code (if required) + phone number (when adding a country code to a number, any leading 0 (zero) on the area code following it is NOT dialled. See the example under Calling Australia from Overseas.)

To make domestic phone calls:

Dial – the area code + phone number

AREA CODE	STATE
(02)	ACT, VIC
(03)	VIC, TAS
(07)	QLD
(08)	SA, WA, NT

Visit www.whitepages.com.au and www.yellowpages.com.au for directories of residential, commercial and government phone numbers in Australia; and for a list of country codes and area codes for international calls.

CALLING AUSTRALIA FROM OVERSEAS

To contact Australia, first dial the international access code from that country (this will vary in each country), then Australia's country code prefix (61) followed by the area code without the first zero (for instance Melbourne would be 3 instead of 03), and then dial the required number.

Example: International access number +61 3 9999 3662

MOBILE/CELL PHONES

Before bringing your mobile phone to Australia check with the Australian Communications and Media Authority (www.acma.gov.au) to make sure it can operate here. Some countries, such as Japan and the USA, use mobile phone frequencies that are not compatible in Australia. If your phone is not compatible, you can buy a new mobile phone in Australia. Australian telecommunications providers offer a wide range of services which provide a mobile phone within the cost of using that service. There are many differences to the services provided. You should understand what deal you are accepting before signing a contract with a provider. For a comparison of mobile phone plans in Australia see: <https://www.finder.com.au/mobile-plans/best-mobile-plans>.

Popular mobile phone providers in Australia:

- www.telstra.com
- www.optus.com.au
- www.vodafone.com.au
- www.virginmobile.com.au
- www.dodo.com.au
- www.boost.com.au

COMPUTER AND INTERNET ACCESS

Many mobile phone companies will also provide you with internet access. In fact, you may be able to make arrangements with a company where you can get cheaper rates if you have internet and mobile phone through the one service provider. In addition, with providers Telstra and Optus, you could get a packaged deal for your home phone, internet and mobile phone.

WIRELESS ACCESS AT MIT

All MIT students have access to campus wide Wi-Fi with internet access. All you need to access this service is for your laptop to be wireless-enabled. We provide this service to help you with your studies, free of charge.

All MIT students will be issued with an Student ID/ Access card when they enrol. Students are required to have their card on them at all times whilst on campus. Failure to do so may result in not obtaining access to the campus.

Your Student ID/Access Card will be made available during Orientation week and enables students to access their MIT internet accounts through their MIT ID number.

Our campus also has multiple computer labs available for student use.

COMPUTER AND ONLINE SAFETY AND SECURITY

The internet has now become an essential business, social, entertainment and educational resource for most Australians. The increasing level of economic transactions on the internet is making it the focus of criminal activities. It is important that internet users protect themselves from falling prey to these activities.

The following tips list some simple precautions you can take to minimise the chances of becoming a victim of online criminals:

- Install anti-virus software
- Download patches and system updates on a regular basis
- Use a firewall
- Delete suspect emails
- Do not click on suspicious web links
- Use good passwords
- Do not use an 'Administrator' account on your computer for everyday use
- Do not download suspicious files

AUSTRALIA POST

Australia Post is one of our nation's largest communications, logistics and distribution businesses; and is committed to providing high quality mail and parcel services to all people within Australia.

LOCATION OF POST OFFICES

<https://auspost.com.au/locate>

SMALL LETTERS

Before email, people used to communicate with one another by sending hard-copy paper based correspondence also known as 'snail mail'. The cost of posting a small letter for distribution in Australia is a AUS\$1.20 postage stamp which you affix to the envelope.

A small letter has the following characteristics:

- No larger than 130mm x 240mm
- No thicker than 5mm
- Maximum weight 250g.

ENVELOPE LAYOUT

Australia Post uses advanced letter sorting technology to read the address on each envelope electronically. These machines work best when address formats are structured in a consistent manner. That is why it is necessary to address your mail clearly and correctly. For more information, visit <https://auspost.com.au>

GETTING AROUND

TRANSPORT

MIT is in the heart of the Melbourne Central Business District (CBD) and accessible to all kinds of public transport.

Getting around this town is easy, whether it be by tram, train, bus, taxi, bicycle, walking, car, boat or ferry.

Melbourne's public transport system is known as Metro and you can change from tram to train to bus all on one Myki ticket. You may purchase a Myki ticket at any staffed train station. Generally, the public transport systems operate between 5.00 am and midnight Monday to Friday, and all night on weekends. For up to date timetables visit: <http://www.metrotrains.com.au/> or <http://ptv.vic.gov.au/>

One of the easiest ways to see the city is by tram. The CBD is now a Free Tram Zone, therefore you do not need to pay for travelling within this area. Take note that if your tram leaves the Free Tram Zone, you will need to touch on your Myki.

You may also like to catch a free City Circle Tram (dark red coloured) anywhere along Flinders, Spring, Spencer or La Trobe Streets. It runs at 10 minute intervals, seven days a week, between 10.00 am and 6.00 pm.

Traffic is free flowing and competitively priced car rentals are available from numerous outlets (remember Australian motor vehicles are right-hand drive). If you prefer to use a taxi, you can go to a taxi rank within the CBD or book by telephone. Taxi's are usually coloured bright yellow or have a prominent yellow and black stripe.

TAXIS

Melbourne City Council operates four Safe City taxi ranks in the Melbourne CBD. These taxi ranks provide a safer environment for taxi passengers and drivers. Safe City taxi ranks are staffed by security personnel, monitored by security cameras, have additional lighting and clear signage.

For information on the location and hours of operation of Safe City taxi ranks in Melbourne CBD visit <https://cpv.vic.gov.au/> and <https://whatson.melbourne.vic.gov.au/visitor-info/getting-around/taxis-rideshare>

MYKI CARD

A Myki card is your ticket for trains, trams and buses. It is your reusable travel card for trains, trams and buses in Melbourne and regional Victorian centres.

Where you can use myki:

- Melbourne's trains, trams and buses
- V/Line trains
- Buses in Ballarat, Bendigo, Geelong, Seymour, the Latrobe Valley and Warragul.

To help you understand which myki to buy and how to manage your myki, please visit <https://www.ptv.vic.gov.au/tickets/myki>

Source: Public Transport Victoria





DRIVING

Wherever you drive in Australia, you must drive on the left-hand side of the road. Driving is one of the most enjoyable modes of transport in Victoria and our driving laws are strictly enforced by police so that you and your family can get to your destination safely.

You can find all the information you need about Victoria's road and driving laws on the VicRoads website www.vicroads.vic.gov.au and <https://liveinmelbourne.vic.gov.au/live/getting-around/driving-in-melbourne>

BICYCLES

Cyclists are required to obey the same road rules as drivers, plus some additional bicycle-specific rules. Like all road users, cyclists can be fined for failing to follow these rules.

Cyclists and bicycle passengers need to wear a securely fitted and fastened helmet showing:

- a mark of compliance with the Australian Standard, AS/NZS2063
- the symbol of a JAS-ANZ accredited company (for helmets manufactured or imported after 1 July 2012)

You need to wear a helmet when you're riding on:

- roads
- road-related areas
- bike paths
- bike lanes
- shared and separated footpaths.

In special circumstances, you might be eligible for an exemption from wearing a bicycle helmet.

For more information about helmets, please refer to:

<https://www.vicroads.vic.gov.au/safety-and-road-rules/cyclist-safety/wearing-a-bicycle-helmet>



SHOPPING

Shopping in Melbourne provides a haven for lovers of all things fashion, food and everything in between. A hot spot for the latest trends in both male and female markets, Melbourne is paving the way for aspiring fashionistas and fashion enthusiasts.

WHERE TO SHOP

There are a wide range of shopping options in Melbourne's CBD, shopping outlets or the suburb in which you live.

One of the most popular shopping hubs in the city, Bourke Street Mall, is buzzing with locals and tourists rushing from shop to shop buying from some of the country's biggest brands. Or you can choose one of Melbourne's bargain shopping outlets where brands are less expensive. Often you will find great shopping and convenience in your local suburb or one of Melbourne's vast shopping centres such as Chadstone, particularly during sales season.

BUSINESS HOURS

City shops generally open from 9m to 5pm but some have hours of 10am till 6pm, Monday to Friday.

On Thursday and Friday, many shops in the CBD and suburban shopping centres remain open until 9pm.

On Saturday and Sunday, the hours in the CBD and shopping centres are generally 9am to 5pm and 10am to 4pm respectively.

Shopping hours change close to Christmas, when shops remain open in evenings and open on Sundays.

Shops are generally not open on Good Friday and Christmas Day.

HOW TO SHOP

Bargaining/Haggling

When shopping in Australia, you generally don't bargain or barter (also called haggling) for the price of an item. The displayed price for items is fixed and if Australian GST (Goods and Services Tax) is applicable it will already be included in the displayed price. However, there are exceptions to this rule. There are places and circumstances in which it is perfectly acceptable to barter for the best price possible. These may include: at garage sales, community markets, second hand dealerships, or at electrical goods stores, furniture shops, or when purchasing a motor vehicle if you are offering to pay in cash, or have seen the item at a competitor store for a better price.

If you are paying by CASH and, if you are buying more than one item, you may have more bargaining power.

Begin the bargaining process by asking:

"What's the best price you can give me?"

Or at a garage sale, you might pick up several items whose combined total is \$50 and say:

"I'll offer you \$30 for all of these."

PURCHASING AN ITEM

The most common methods of purchasing items are by cash or EFTPOS. EFTPOS (Electronic Funds Transfer at Point of Sale) allows you to use the card attached to your Australian bank account to make purchases and withdraw cash at the same time (at the retailer's discretion) from more than 103,000 merchants across Australia. Just swipe your key card through the EFTPOS card reader, select your account type and enter your PIN number. EFTPOS is available at most supermarkets, petrol stations and retail outlets. Just look for the EFTPOS sign. You can choose to make the EFTPOS transaction from your savings account, cheque account or credit card. You can also choose to tap and pay if you are paying less than \$100. This allows you to simply wave your card in front of the secure reader at checkout, instead of swiping it or handing it to a cashier. You receive a printed receipt after each purchase and the transaction appears on your statement.

HEALTH - EMERGENCIES – DIAL 000

The Triple Zero (000) service is the quickest way to get the right emergency service to help you. It should be used to contact Police, Fire or Ambulance services in life-threatening or emergency situations only. Emergency 000 lines should not be used for general medical assistance.

POLICE

In Australia police protect people and properties, detect and prevent crime, and preserve peace for everyone. They are not connected to the military or politics. The police can help you feel safe.

Please ring 000 and you will be referred to a local Police station.

FIRE

The fire brigade extinguishes fires, rescues people from fires in cars and buildings, and helps in situations where gas or chemicals become a danger. As soon as a fire starts call 000 no matter how small or large the fire may be.

AMBULANCE

Ambulances provide immediate medical attention and emergency transportation to hospital. Dial 000.

STATE EMERGENCY SERVICE

The State Emergency Service (SES) is an emergency and rescue service dedicated to providing assistance in natural disasters, rescues, road crashes and extreme weather conditions. It is made up almost entirely of volunteers and operates in all States and Territories in Australia. For emergency assistance in a FLOOD or STORM dial 132 500.

LIFELINE - CRISIS SUPPORT AND SUICIDE PREVENTION

Lifeline's 13 11 14 service is staffed by trained volunteer telephone counsellors who are ready to take calls 24-hours a day, any day of the week from anywhere in Australia. These volunteers operate from Lifeline Centres in every State and Territory around Australia.

Anyone can call Lifeline. The service offers a counselling service that respects everyone's right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia. Lifeline telephone counsellors are ready to talk and listen no matter how big or how small the problem might seem. They are trained to offer emotional support in times of crisis or when callers may be feeling low or in need of advice.

You can also seek support from:

eheadspace:

<https://www.eheadspace.org.au/>

Crisis Assessment and Treatment team:

<https://www.healthdirect.gov.au/crisis-management>
1800RESPECT:

<https://www.1800respect.org.au/>

MensLine:

<https://mensline.org.au/>

POISONS INFORMATION LINE

The poisons information line provides the public and health professionals with prompt, up-to-date and appropriate information, and advice to assist in the management of poisonings and suspected poisonings. The seriousness of a poisoning situation is assessed after a detailed history is obtained from the caller. Members of the public may be then given first aid instructions, information on possible symptoms, and advised on the need for assessment by a doctor or referral to hospital. The Australia-wide Poisons Information Centres have a common telephone number: 131 126.

EMERGENCY TRANSLATION

For translation service in an emergency situation dial 1300 655 010

JUSTICE OF THE PEACE

From time to time, students may require certifying legal documents and a Justice of the Peace can help you with matters under the Justice of The Peace Act 2002 which includes:

- Administering oath declarations or affidavits, and taking statutory declarations and affirmations;
- Witnessing signatures and
- Attesting and certifying documents.

Find a JP in your local community by searching this directory:

<https://www.justice.vic.gov.au/justice-system/legal-assistance/find-a-justice-of-the-peace-at-a-document-signing-station>

OVERSEAS STUDENT HEALTH COVER (OSHC)

Overseas Student Health Cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international student visa holders. OSHC will also cover the cost of emergency ambulance transport and most prescription drugs.

Please note that there are exceptions to the rule. You do not need OSHC if you are:

- A Norwegian student covered by the Norwegian National Insurance Scheme;
- A Swedish student covered by the National Board of Student Aid or by **Kammarkollegiet** or
- A Belgian student covered under the Reciprocal Health Care Agreement with Australia.

If the visa granted states that overseas medical insurance is required for compliance, then OSHC is compulsory for you.

How do you get Overseas Student Health Cover?

International students are required as a condition of their Student Visa to maintain private health insurance for the duration of their visa.

Before you come to Australia, simply pay your OSHC premium to MIT in accordance with your Offer Letter. MIT will then forward the premium to Allianz Care Australia, our preferred provider for OSHC on your behalf.

As of 1st February, 2020, when purchasing OSHC through MIT, students will receive the Sonder Safety app (usually \$365 per year), free of charge for the life time of their Allianz OSHC policy.

OSHC Application Procedure

Upon arrival at MIT, you will attend the International Student Orientation. No OSHC cards will be given at orientations. We will help students to download the My OSHC APP, where the card will be stored and students will have access to other facilities. Allianz Care Australia staff will attend the Orientation session to assist students with individual questions and concerns.

To find out more information about Allianz Care Australia visit: <https://www.allianzcare.com.au/en.html>

Medical, Optical and Dental Check-Ups

You are advised to have a thorough medical, optical and dental check-up before leaving your country. Make sure you bring any optical or medical prescriptions with you. OSHC covers none of these services, unless you arrange to pay for 'extras' cover.

If you come to Australia on a visa other than a student visa and undertake a short course of study of three months' duration or less you will not be eligible for OSHC. It is wise to purchase travel or private medical insurance in this case.

What am I covered for?

OSHC provides a safety net for medical expenses for international students, similar to that provided to Australians through Medicare. Additionally, OSHC includes access to some private hospitals and day surgeries, ambulance cover and benefits for pharmaceuticals. More information about Allianz Care Australia OSHC can be found at <https://www.allianzcare.com.au/en/student-visa-oshc.html>

How do I use my OSHC card?

If you need to visit a doctor or medical centre, show your card at the end of the visit. You will be charged the doctor's fee and the government fee component of that may be processed by the medical centre. If the medical centre is not able to process the government fee, pay the total amount, keep the receipt and you can claim to be reimbursed from your OSHC provider. Please contact either your OSHC provider or an MIT Office of Student Administration and Experience staff member if you encounter reimbursement problems.

TYPES OF HEALTH CARE IN AUSTRALIA

The Australian healthcare system is mixed. Responsibilities for healthcare are divided between the Federal and State governments, and both the public and the private sectors play a role. Government programs underpin the key aspects of healthcare. Medicare, which is funded out of general tax revenue, pays for hospital and medical services. Medicare covers all Australian citizens, pays the entire cost of treatment in a public hospital, and partially reimburses for visits to doctors.

PUBLIC SYSTEM

The major provider of healthcare services in Australia is the public health system (Medicare). The public health system provides a comprehensive free-of-charge healthcare service for all Australian citizens covering both hospital-based and – community-based – medical services. Public hospitals are owned by the State. One of the problems with such a system is that waiting times in public hospitals can be extensive due to a shortage of healthcare professionals and facilities.

See also: [Attending an Australian hospital.](#)

PRIVATE SYSTEM

Private hospitals provide about a quarter of all hospital beds in Australia. Private medical practitioners provide most non-bed medical services and perform a large proportion of hospital services alongside salaried doctors. Most dental services are provided by private practitioners. For Australians who take out private health insurance a range of services can be covered, such as access to your own doctor in a private hospital, and extra services such as dental, optical and physiotherapy.



ATTENDING AN AUSTRALIAN HOSPITAL

Few private hospitals have emergency departments, so, in an emergency, most Australians rely on the public hospital system. If you attend an emergency department in a hospital you will be attended to immediately by a triage nurse for information about you, your cover, and your current health condition. The triage nurse will determine the urgency of your condition in comparison to others in need in the emergency room and it is likely that you will remain at the emergency room for several hours. Whether you are seen immediately by a doctor, or have to wait, it is customary to keep you in the emergency room for several hours to monitor your condition before releasing you to go home, or admitting you to hospital in more severe cases.

There are extensive waiting times for elective surgeries at public hospitals, e.g. for orthopedic surgery. One of the attractions of health insurance is the ability to bypass public hospital waiting lists and go through the private system. Private hospitals are very expensive for treatment and hospitalisation. Your OSHC will cover some of the cost of some private hospitals but you will have to pay the difference.

Your health insurance (OSHC) covers the total cost of accommodation in a shared ward of a public hospital. It also pays for the 'schedule fee' for the doctor but you will have to pay the difference if the doctor's fee is higher than the 'schedule fee'.

[See also: Public hospital waiting times.](#)

GENERAL PRACTITIONER (GP)

MIT's preferred OSHC partner is Allianz Care Australia.

If you have an OSHC policy with Allianz, you get access to the Allianz network of doctors and medical centres all around Australia.

Using the Allianz network of providers makes it easier for you to make a claim when you visit a doctor. All you need to do is provide your Allianz OSHC valid membership card and the provider will bill Allianz directly for the covered amount of your bill.

With direct billing, the doctor bills us directly.

Make sure you select a doctor or medical provider that specifies they can direct bill. You can ask for the fee amount at the time you call to make an appointment.

MEDICAL SERVICES

WHAT DO I DO IF I'M SICK?

Choose a doctor from the list of medical facilities in this handbook or use the Yellow Pages and phone the GP's surgery or medical centre to make an appointment. If you have woken in the morning feeling unwell and would like to see a doctor that day, you will need to phone the doctor's surgery early in the morning (8:00am – 8:30am) for an appointment.

Please note however, that it may not be possible to get an appointment on the same day - you may have to wait one or two days before you can see a doctor. General Practitioners should be used for non-urgent or non-life threatening medical conditions.

SEEING A DOCTOR

When you attend your appointment, the doctor will ask you questions about your health and may give you a brief physical examination, such as checking your breathing, your throat, ears etc. The doctor will then give you some advice regarding the management of your illness, and may give you a prescription for some medication. If you have had, or need to take time off studies, you will need to get a medical certificate from the doctor to provide to the MIT Faculty Office on Level 6. If your illness is more serious or the doctor is unsure of a diagnosis she or he may refer you for further tests e.g. : blood tests or x-rays, or to see a specialist doctor. It is important to note that if you are dissatisfied with the diagnosis or service of the doctor you see, you have the right to obtain an opinion from another doctor.

PUBLIC HOSPITAL WAITING TIMES

If you cannot get an appointment with a GP and want to go to a public hospital to see a doctor, you may find a public hospital which has a general practice clinic attached. If not, and you attend an emergency room to see a doctor, be prepared to wait a VERY long time. It is not uncommon to wait more than three hours, and at some hospitals you could wait as long as five to six hours to see a doctor. It is common practice for a doctor or a nurse to make an initial assessment of your condition when you first arrive to prioritise the emergencies in the hospital. You will be seen as soon as the most urgent patients have been attended to. It is also common to remain in the emergency room for some time after a doctor has attended to you before you are instructed you can leave. Emergency department rules may include keeping you a little longer to observe you and ensure that your condition does not change and it is safe to send you home with the recommended treatment. It is the same for all patients – international students and Australian citizens alike.

PHARMACIES

GP surgeries do not have medications to dispense to you. You must take the prescription given to you by the doctor to a pharmacy or chemist to obtain the medication. You will need to provide the pharmacy with your OSHC card, your full name and address. You are able to walk in off the street to any pharmacy/chemist in Australia and will only have to wait a short while for your prescription medicine to be prepared.

PRESCRIPTION MEDICATION

Medication prescribed by your doctor is not free. You must pay the pharmacy. You can normally claim back up to AUS\$50.00 per script from your OSHC provider (as at 2018 rates). Many pharmacists will offer you the option of having a "generic" brand of medicine. If the prescription medicine the doctor has prescribed is also made available by a company which produces generic brands at cheaper prices, this option will be offered to you. This is ONLY offered if the content of the medicine is exactly the same as that prescribed by your doctor. It will, however, assist you to pay less for your medicine.

OVER-THE-COUNTER MEDICATION

Pharmacies/chemists also provide a variety of over-the-counter medications useful for treating colds, headaches, allergies and the like which do not require a prescription. Ask the pharmacist on duty for advice regarding the best medication for your symptoms. Ensure that you advise the pharmacist of any other medications you may be taking.

DENTAL AND OPTICAL

Dental and optical health services are not covered by your OSHC unless you take out extra cover. If you need to see a dentist or optometrist, you will need to make an appointment (see the Yellow Pages) and pay the full fee of this service.

INTERPRETER SERVICES

We are lucky in Australia to have a variety of healthcare professionals from many different cultural backgrounds, so you may be able to see a doctor who speaks your first language. However, if you are having difficulties communicating with your doctor, the Translation and Interpreter Service (TIS) can be used. For more information phone 131 450.

MEDICAL FACILITIES IN MELBOURNE

HOSPITALS

In an emergency medical situation, you may present yourself at the Emergency Ward of a public hospital. The nearest public hospital to MIT Melbourne campus is The Royal Melbourne Hospital (300 Grattan Street, Parkville, VIC, 3050).

To browse a complete listing of hospitals in Victoria, please visit:

<https://www2.health.vic.gov.au/hospitals-and-health-services/public-hospitals-victoria>

GENERAL PRACTITIONER

For non-urgent medical issues, you should make an appointment to see a General Practitioner at a nearby medical centre. Some local medical centres close to MIT Melbourne campus include:

***No Gap fee for OSHC**

MyClinic Melbourne

T: 03 9620 5299
91 William Street
Melbourne VIC 3000

91

MyClinic Bourke Street Mall

T: 03 9650 5630
Shop 108, 283-297 Bourke Street Mall,
Melbourne VIC 3000

MEDICAL SPECIALISTS

Medical specialists are doctors with additional education and training in a specific area of medicine. Examples of specialists include:

- Cardiologist
- Dermatologist
- Gynaecologist
- Paediatrician
- Oncologist
- Neurologist

To see a specialist, you'll need a referral from your GP. Once obtained, you will need to make an appointment and advise the Specialist that you are an International student and your membership is with Allianz Care Australia.

THE NEED TO MAINTAIN YOUR HEALTH

Maintaining good health is of vital importance when studying abroad.

While living in another environment is a good way to change a daily routine, it is important for students who are experiencing difficulties in their own country (relationship, health, emotional, substance abuse, etc.) not to expect a vacation from their problems.

Going abroad is not a "geographic cure" for concerns and problems at home (that is, thinking that you can solve your personal dilemmas by moving from one place to another). Sometimes students feel that a change of venue will help them to move past their current problems. However, living and studying in a foreign environment frequently creates unexpected physical and emotional stress, which can exacerbate otherwise mild disorders.

It is important that all students are able to adjust to potentially dramatic changes in climate, diet, living, and study conditions that may seriously disrupt accustomed patterns of behaviour. In particular, if students are concerned about their use of alcohol and other controlled drugs or if they have an emotional or physical health concern, they should address it honestly before making plans to travel and study abroad.

(Source: Education Abroad Program, UCLA)

MENTAL HEALTH

Office of Student Administration and Experience has student counsellors that can help students with a range of issues including:

- Student Counselling, Advocacy, Transition, Appeal Procedure and Welfare Support
- Mental and Emotional Support – Helping students in distress, providing therapy and emotional support
- Applications – Short Leave, Deferrals and Withdrawals
- Academic Support – Study skills, time management, procrastination and burn outs
- Study Assist and Mentoring Programs

Come to level 2M to make an appointment or call 03 8600 6700

Additionally, mental health services are available externally to MIT including:

- Lifeline Crisis Support Line 13 11 14 service staffed by trained volunteer telephone counsellors who are ready to take calls 24-hour a day, any day of the week from anywhere in Australia. These volunteers operate from Lifeline Centres in every State and Territory around Australia.
- Black Dog Institute – a community organisation with resources and assistance for those with depression <https://www.blackdoginstitute.org.au/>
- Beyond Blue – assistance for those with mental health and anxiety <https://www.beyondblue.org.au/>
- Suicide Callback Service – assistance for those with suicidal thoughts <https://www.suicidecallbackservice.org.au/>
- HeadSpace – providing early intervention for young people (ages from 12-25 years old) with mental health issues <https://www.eheadspace.org.au/>

SEXUAL HEALTH

Taking care of your sexual health means more than being free from sexually transmittable infections or diseases (STIs or STDs); it also means taking responsibility for your body, your health, your partner's health and your decisions about sex. Talk freely to your partner to ensure you are both ready for sex. Always use condoms as condoms are the only form of contraception that protects against STIs (Sexually Transmitted Infections) and unplanned pregnancy. But women should also consider a form of contraception to ensure safety against an unplanned pregnancy. If you have any sexual health concerns consult your GP.

Allianz Care Australia has important information on some of these topics, which can be found at: <https://www.allianzcare.com.au/en/blog.html> under the headings of 'Staying healthy in Australia'.

PHYSICAL HEALTH

A big part of staying healthy involves eating healthy foods, and getting enough exercise for fitness and relaxation. Nutrition Australia provides some great information about healthy eating, exercise and lifestyle on its website www.nutritionaustralia.org.

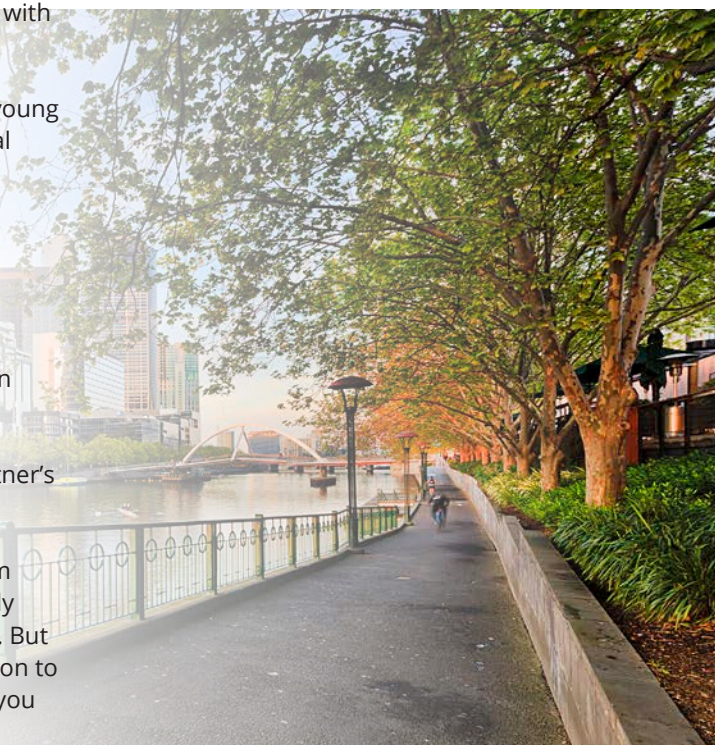
Water – drink at least one litre of water each day, except during summer, when one or two litres is recommended

Exercise – do at least 30 minutes of moderate exercise a day

Sleep – get at least eight to nine hours of sleep a night

Nutrition – keep a balanced diet remembering to eat lots of vegetables and fruit everyday

Binge-drinking – limit your consumption of alcohol and avoid binge-drinking. Binge-drinking describes the habit of drinking to excess when you do drink, with little or no understanding of your limits to accommodate the amount of alcohol in your blood





MANAGING MY FINANCES

INITIAL EXPENSES

Initial expenses are costs that you will need to budget for when you first arrive in Australia. It includes costs of getting established, and getting basic utility services connected to a rented premises. Examples of 'utility' services include gas, electricity and water. If you are renting, some of these costs may be your responsibility or your landlord's responsibility. For more information, you can visit the Tenants Victoria website: <https://www.tenantsvic.org.au/>

Cost of living expenses vary depending upon a number of factors including: Type of accommodation, part of the city you wish to live in, inflation and price increases. **This information should be taken as a guide only and is subject to change.** All prices are given in Australian dollars:

EXPENSE	ESTIMATED COST
Temporary accommodation	\$250-\$450 PW
Rental bond (four weeks rent @ \$300/week)	\$1,200+
Advance rent (two weeks @ \$300/week)	\$600+
Electricity connection	\$50
Telephone connection and Internet Connection	\$300
Gas connection	\$50-\$75
Mobile phone and/or network sim card	\$250
Household items, e.g. furniture, crockery, etc.	\$500+
Transportation	\$150
Textbooks and Educational Expenses	\$300
Incidentals	\$500
Insurance – house, car, health	\$1000+
Estimated minimum total:	\$5,700+

ONGOING EXPENSES

Once you have established yourself in accommodation, you will need to budget for ongoing costs. This is an example of monthly expenses you may have if you live in SINGLE accommodation (costs will be reduced if you are in shared accommodation):

MONTHLY EXPENSE	ESTIMATED COST
Rent (four weeks rent @ \$300/week)	\$1200
Food (four weeks @ \$100/week)	\$400
Electricity	\$130
Gas	\$50
Telephone	\$40
Internet	\$50
Mobile Phone	\$70
Transportation	\$200+

MONTHLY EXPENSE	ESTIMATED COST
Entertainment	\$150
Educational	\$200
Insurance – health, house, car	\$125
Unexpected	\$100
Estimated minimum total:	\$2515+

SETTING UP A BANK ACCOUNT

You can choose to open an account in any bank, credit union or building society in Australia. Do your research to get the best deal.

To open a bank account, you will need:

- your passport (with arrival date stamped by Australian immigration)
- student ID card
- money to deposit into the account (this can be as little as \$10)

Anyone who wishes to open a bank account in Australia must show several pieces of personal identification which are allotted a points system. 100 points of identification is required to establish your identity as the person who will be named in the account. Your passport and proof of your arrival date in Australia will be acceptable as 100 points IF you open an account within six weeks of arrival in Australia. After this time, you will be required to produce additional documentation. As a student, you will be able to open an account with special student benefits. Many banks have 'Student Accounts' which contain no or minimal fees for transactions that might normally be attached to regular savings accounts. You will also require the student ID card from MIT Melbourne to prove you are a student and should have access to the benefits offered by a student bank account. For a comparison of accounts in banks throughout Australia see:

<https://mozo.com.au/savings-accounts>

<https://www.canstar.com.au/>

Points of identification are normally calculated by providing the following documents to the bank:

Birth Certificate Passport Citizenship Certificate	70 points	You can only get points for one item in this section
Drivers Licence (full / probationary / learner) Shooters Licence Tertiary Education ID card Public Service Employee ID card Commonwealth or State Government financial entitlement card (e.g. Pension card)	40 points	These cards must have a photograph or signature
Land Rates	35 points	Applies to home buyers or owners only
Any card on which your name appears: Medicare card Credit Card (only 1 per institution) Store Account card Video Store Card Library Card Union Card	25 points	
Documents on which your name and address appear: Car registration Utility bill Rental receipts Records of another financial institution showing you've been a member for 12 months or more	25 points	

Most people in Australia enjoy the convenience of internet banking and/or telephone banking, which enables them to manage their money, pay bills etc. from home. At the time you are setting up your account you can request these services from your bank.

BANK AND ATM LOCATIONS IN MELBOURNE

National Australia Bank

www.nab.com.au

330 Collins St. Melbourne

ANZ

www.anz.com.au

Level 14, 100 Queens St. Melbourne

Commonwealth Bank

www.commbank.com.au

Level G, Melbourne Central

Westpac Bank

www.westpac.com.au

142 Elizabeth St. Melbourne

St George Bank

www.stgeorge.com.au

360 Bourke St, Melbourne

Credit Union Australia

www.cua.com.au

99 Williams St. Melbourne

Bank of Melbourne

<https://www.bankofmelbourne.com.au/>

Level G, Melbourne Central.

BANKING HOURS

Most bank branches are open from Monday to Friday, 9:00am to 4:00pm (except on public holidays). Some branches have extended trading hours during the week and may be open Saturdays (check with your individual bank). ATMs remain open 24 hours a day. However, you should be aware of your personal safety if accessing cash from an ATM, especially at night in quiet areas where there are not a lot of people around.

BANK FEES

Bank fees are the price you pay for the products and services that banks offer. Different banks charge different fees for different products and services, and the best way to find out what fees apply is simply to ask your bank. Any fees that apply to your accounts are fully disclosed in information leaflets and terms and conditions that your bank can provide before you open your account. Some banks waive some fees if you are a full-time student and nominate a student account. The way you do your banking may also affect the fees that apply for example: internet banking rather than walking into a branch.

If you don't understand any fee which has been charged, contact your bank.

ACCESSING MONEY FROM MY ACCOUNT

Bank accounts offer lots of options for accessing your money.

Some of the most popular options include the following:

ATMs (AUTOMATED TELLING MACHINES)

ATMs can be used to withdraw cash from an account by using the ATM card which is available with most bank accounts. You can also use ATMs to get an account balance and transfer money into other accounts. Some ATMs also allow you to deposit cash and cheques into your account. Using the ATMs of your bank will generally cost less money than if you use another bank's ATMs. Fees for using ATMs can vary between banks and between accounts. See also: Using an ATM.

EFTPOS

Short for 'Electronic Funds Transfer at Point of Sale', EFTPOS terminals can be found where goods or services are sold, for example, supermarkets, service stations, restaurants, doctors' surgeries and gymnasiums. You can pay for goods and make payments through EFTPOS using your ATM card, rather than paying with cash. At some stores, when you use EFTPOS you can also withdraw cash from your account at the same time. You should be aware that there are some retailers who put limits on how much cash can be withdrawn which may be dependent on the amount which is spent in the store.

When paying by EFTPOS, you also use your PIN to access your account. However, you can choose to tap and pay if you are paying less than \$100. The same rules apply about keeping the PIN confidential and never handing it over to anyone. Be careful no-one is looking over your shoulder when you enter your PIN. See: Using an ATM.

TELEPHONE BANKING

You can use telephone banking to transfer payments to and from accounts, get your account balances, get recent transaction information and pay bills. You will need to register to use telephone banking and will then be given a password or an identification number that allows you to access your accounts over the phone. It's important never to give your password to anyone else.

INTERNET BANKING

Internet banking allows you to view and check your accounts, review recent transactions, apply for loans and credit cards, or transfer money and pay bills – all on-line. Most banks offer Internet banking facilities, but you will need to register with your bank to gain access. You will then be given a password that allows you to use your accounts on-line. Never give this password to anyone else.

There are security issues that need to be considered

when using Internet banking. It is recommended that you install and keep up-to-date anti-virus software and a firewall, update security patches and be suspicious of emails requesting you to hand over confidential information such as your Internet banking logon password. Your bank will never ask you for this information, especially in an email. In addition, many banks publish security guides on their websites and this provides important information on precautions that you can take to protect your information on-line. If you are unsure about any approach that appears to be from your bank to provide personal information, refuse to provide that information until you can attend your nearest branch to discuss the request over the counter with bank staff. There is no charge for discussing your banking options at a branch.

OVER-THE-COUNTER SERVICE

You can also go into a branch of your bank and, with the assistance of bank staff, conduct transactions including withdrawals, deposits, transfers, and account balance checks. If you do not have a branch close by, you may be able to visit an agency of your branch, such as an Australia Post outlet, to conduct certain transactions. Bear in mind that over-the-counter transactions usually incur higher fees than electronic transactions.

PAYING BILLS

Most bank accounts offer lots of easy options for paying bills. Transaction accounts with cheque-book facilities allow you to pay bills by cheque, and most transaction accounts and savings accounts allow you to pay bills electronically (e.g., using facilities such as telephone banking, Internet banking) and using direct debits.

A note of caution on direct debits – they are a convenient way to pay everyday bills, but always make sure you've got enough money in your account to cover the cost of the debit. If your pay or allowance goes into your account on a certain date, make sure your direct debit payments are scheduled to come out of your account after your pay goes in, or you might end up with an overdrawn account or a dishonoured payment – both can cost you money.

ACCOUNT STATEMENTS

Most banks will provide regular statements for your accounts (just how regular can depend on the type of account). On request, banks will provide statements on a deposit account at more frequent intervals, but this may attract a fee.

Bank statements are your record of everything that has happened in your account over a given period – the withdrawals, deposits and transfers that were made, and any bank fees and government taxes you were charged. Telephone and Internet banking can make it easy to check your statements, and some banks even offer 'mini statements' through their own ATMs.

Check your statements regularly to make sure you've got enough money in your account to cover your expenses and keep track of your spending, as well as make sure that all transactions made in your account are legitimate. Refer to your statements to see what fees you are paying on your bank accounts and why, and to see whether a few simple changes to your banking habits could help you to reduce the fees you pay (for example, using your own bank's ATMs instead of other banks' ATMs).

(Source: Australian Bankers' Association Inc.)

USING AN ATM

You will be given a PIN (Personal Identification Number) which you will enter into the ATM to access your account. It is the key to your account and it is important that you never tell anyone your PIN. A bank or reputable business will never ask you for your PIN. If anyone does, be suspicious, don't hand it over. Instead you should report the incident to the bank and the police. Be careful no-one is looking over your shoulder when you enter your PIN. Always take care to shield your PIN when using an ATM or EFTPOS terminal. Use your free hand or purse / wallet to cover the key-pad while entering your PIN.

These general rules should be followed for ATM safety, especially at night:

- Minimise your time at the ATM by having your card ready when you approach the machine
- Take a look around as you approach the ATM and if there's anything suspicious, don't use the machine at that time (report any suspicions to the police)
- If you don't feel comfortable using a particular ATM, consider continuing onto another branch or using off-street ATMs.
- Do remember that EFTPOS can be used to withdraw cash at many other places, like supermarkets and service stations
- If you simply want to check your account balance or transfer funds between accounts, telephone or Internet banking can be used instead of an ATM.

If your ATM or credit card is lost or stolen (or if your PIN has been revealed to another person), notify your bank immediately. This will enable your bank to put a stop on your card immediately so that no one else can use

it and get access to your money. Most banks have a 24-hour telephone number for reporting lost cards – it's a good idea to keep a record of this number handy at all times, just in case. If you don't know the number, ask your bank.

(Source: Australian Bankers' Association Inc.)

SAFETY WHEN CARRYING MONEY

The first and fundamental rule of safety when carry money is:

"Don't carry large amounts of cash!"

The second is:

"Don't advertise the fact that you are carrying money!"

- Divide your cash into different locations on your person (front pocket, coat pocket, shoes, etc.)
- Keep your wallet in one of your front pockets at all times.
- Do not carry cash in a backpack or back pocket
- Sew a small money pocket into the cuff of a trouser, sleeve of a shirt or even a bra
- Divide your bank/credit cards and keep them in separate locations.
- Do not place money or valuables in lockers
- Be very careful how you carry your handbag, and never leave it open for someone to slip their hand inside.



WORKING IN AUSTRALIA

PERMISSION TO WORK

As of April 2008, applicants granted student visas automatically receive permission to work with their visa grant. Most student visa holders no longer need to apply separately in Australia for permission to work. Please note that you will NOT be able to work in Australia until the first official day of classes when MIT will confirm your study commencement. MIT does this automatically on the first official day of classes.

WORKING WHILE STUDYING

1. You are not permitted to start work until you have commenced your course of study.
2. You can work a maximum of 40 hours per fortnight during your enrolled trimester and unlimited hours when your course is not in session.
3. The immigration department considers your course to be 'in session':
 - for the duration of your enrolled trimesters (including periods when exams are being held)
 - if you have completed your studies and your Confirmation of Enrolment is still in effect
 - if you are undertaking another course, during a break from your main course and the points will be credited to your main course.

(Source: Department of Home Affairs)

For a full list of mandatory and discretionary student visa conditions please visit <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions>

As part of the MIT International Student Orientation Program, a "Workplace Rights" session by FairWork Australia will be presented by an expert in this area. Students intending to work in Australia are strongly encouraged to attend this session. Please refer to the MIT Orientation website for the upcoming trimester program.

FINDING WORK

All students who intend to get a job and work in Australia must to apply for an Australian Tax File Number (TFN) from the Tax Office.

A tax file number (TFN) is a unique number issued to individuals and organisations to help the Tax Office administer tax and other Australian Government systems. It is one of the most important forms of identification in Australia. A TFN will help you to do the following:

- lodge a tax return
- ask the Tax Office about your tax affairs
- start or change jobs

For further information, please visit the ATO website (www.ato.gov.au).

International students work in a wide variety of industries in Australia. Most commonly, international students can be found working in the following areas:

- Hospitality sector
- Construction sector
- Retail and customer service sector
- Nursing and care sector

You may find it difficult to find work in Australia as you will be joining the general Australian population in your search; therefore, you should not rely on income from employment when budgeting to pay for living expenses. There is no guarantee that employment companies will find work for you/offer you regular hours.

There are many different ways to find a job in Australia:

- MIT Ribit (MIT Career Portal) Job Listings
- Newspapers
- Online - try these online companies:
 - www.seek.com.au
 - www.careerone.com.au
 - <https://au.indeed.com/>
 - www.jobsearch.com.au
 - www.jora.com.au

(Source: On-line search)

TAXATION RETURNS

If you pay too much tax you are entitled to a refund. To get a refund you will need to lodge a tax return. You can lodge online using My Tax, by mailing a paper tax return, or by paying a registered tax agent to complete and lodge the return for you. If you lodge by My Tax your refund will normally be issued within 14 days.

- Lodge online at <https://www.ato.gov.au/Individuals/Your-tax-return/How-to-lodge-your-tax-return/Lodge-your-tax-return-online-with-myTax/>
- For a registered tax agent visit www.tpb.gov.au
- Tax returns are lodged at the end of the Australian tax year – (1 July to 30 June).

SUPERANNUATION

If your monthly wage is more than AUS\$450, your employer must contribute an additional sum equal to 9.5% of your wage into a superannuation (pension) account for you. In most cases, you can access your contributions when you leave Australia permanently, although the contributions will be taxed.

To check your eligibility to claim your superannuation and to apply for your payment, visit:

www.ato.gov.au/departaustralia

You will need to provide the details of your superannuation fund.

(Source: Australian Taxation Office)

CAREER DEVELOPMENT CENTRE

CAREER DEVELOPMENT IS A JOURNEY

An MIT education will prepare you for success in whatever career path you choose. Our goal in MIT Career Development Centre is to nurture the talents of each generation of MIT students, empowering graduates who will flourish and change the world for the better.

Throughout your time at MIT, you will have access to numerous resources to help you design your visions for meaningful career paths and prepare for the future. Ideas for paths you may wish to pursue will come from many sources, and you are encouraged to develop your thoughts by talking with people on campus, such as your lecturers and careers staff, who are here to help you.

When you graduate from MIT, you will not only leave with a qualification but you'll also be equipped with the skills that employers are looking for. Motivated, self-confident and digitally aware, you'll be ready to make a difference.

CAREER DEVELOPMENT CENTRE

The MIT Career Development Centre is a resource to help you design your future. No matter what your goals, we will collaborate with you to help you pursue your career objectives. We will help you focus and apply your initiative and energy to take ownership of your career and professional development.

MIT Career Development Centre staff have extensive business and career-coaching backgrounds and are professional and passionate about helping you be successful in your career pursuits.

MIT Career Development Centre offers individual assistance on all aspects of career planning and decision-making, including self-assessment; choice of career field; exploration of career-related interests; pursuit of internships and employment; and application to professional graduate programs. Graduate students also are encouraged to consult about navigating careers.

Talk to the Career Development Centre staff to:

- Discuss questions about overall career direction and self-assessment
- Develop a job search strategy and action management plan
- Review your resume, cover letter and other employment search correspondence
- Manage the interview process and conduct mock interviews
- Evaluate and negotiate offers
- Address specific challenges you may be encountering in your job search.

The Career Development Centre utilizes tools such as social media marketing, email distributions, news articles, events and workshops to ensure that our message is delivered with the greatest impact. Read our email Careers & Alumni newsletter, 'The Insider,' to keep informed in the world of Careers.

You can contact the Careers team here

Melbourne Campus: careerservices@mit.edu.au

Sydney Campus: careerservices.syd@mit.edu.au

INDUSTRY CONNECTIONS & NETWORKING

Opportunities to connect abound. MIT Career Development Centre delivers an exciting program of events showcasing a variety of career-related activities, all aimed to assist students explore their career options and achieve their career goals.

MIT Career Development Centre regularly connects with professionals and peak Industry organisations to ensure that students stay well informed and updated about their related industry. Events that bring together practitioners in many fields to engage with students about careers open doors to endless career possibilities. These include:

- Events and Career workshops such as our 2 DAY Career Conference held every trimester
- Future of Work seminars provide students with direct access to employers

It also affords Industry:

- Connect with a diverse range of MIT students and graduates – including final year students planning their future careers and those looking for a graduate role
- Promote graduate and vacation programs, jobs and internships.
- Meet students equipped with cutting edge knowledge and skills to be able to partner with existing or planned Industry projects in unpaid work or placements, for which they may receive course credit.

RIBIT (MIT CAREER PORTAL)

MIT's Careers Centre provides MIT students free access to the Ribit marketplace. Ribit is Australia's leading job and internship matching platform for high-value, higher-education students. Ribit connects students with STEM and digital skills to supportive, innovative employers who will help you develop new skills and experience.

- Connect with employers from innovative companies and start-ups for your Project Units.
- Get internships, work experience, and graduate opportunities
- Develop your industry connections via a casual, part-time or full-time employment

The Ribit platform uses a recommendation system to match students to employers based on their skills and studies.

- It's fast and easy
- Employers can hire quickly and get on with growing their business
- Students can build their skills and advance their career

How do I access MIT Ribit?

It's easy – so jump to it! Just follow these steps:

1. Visit <https://mit.ribit.net> 'select Log in'
2. Login using your MIT username and password
3. Begin exploring all that MIT Ribit has to offer
4. Connect directly with employers for Jobs , Attend Talent Jams, Interview Online

ENGAGING STUDENTS FOR SUCCESS

"I'm really grateful to MIT. Attending the 2-Day Careers Conference on resume building and mock interviews was great in order for us to succeed in the corporate world." The guidance offered gave us the skills needed to be a cut above the rest of the graduate market.

Abhineet Singh –Masters (Enterprise Systems)

'Very informative and knowledgeable...I now understand the scope of job opportunities in the IT industry!'

Khalid Naeem – Bachelor (Information Technologies)

'It's been wonderful to attend the career planning sessions and I take this opportunity to personally thank MIT for all the effort staff have put to shape our careers bright'.

Jayanthi Naini– Masters (Networking)

"By attending the 2-Day Career Planning Conference at MIT, I came to know about the opportunities available in the local market, build relationships with fellow students, university staff and most importantly, with the industry professionals who were present to answer our questions in real time and show us the true image of the professional life and work culture in Australia."

"It helped me in overcoming my fears & stereotype about the professional life and working in the industry."Thank you MIT, for giving me the opportunity to be a part of 2-Day Career Conference."

Razi Qazi—Bachelor (Networking)



LAWS AND SAFETY IN AUSTRALIA

OBEYING THE LAW

One of the reasons we have such a wonderful lifestyle in Australia is due to our representative democracy, the separation of powers, and our respect for the rule of law. We have a lot of laws in Australia and as a result, society runs smoothly.

In being granted a visa to study in Australia, you signed a document (Australian Values Statement Temporary) agreeing to respect Australian values and obey the laws of Australia for the duration of your stay. Failure to comply with the laws of this land (including State and Territory laws) could result in a fine or the cancellation of your visa and possible deportation back home. If you are convicted of a serious crime, it could result in imprisonment. Nobody wants this to happen!

You can find a comprehensive outline of Australian law and the legal system at:

www.australia.gov.au

LEGAL SERVICES AND ADVICE

If you do break the law and are arrested and need to attend a court appearance you will need legal representation to negotiate Australia's complex legal system.

If you need more information, please contact the International Student Support Staff as per below.

Ms. Efthimia E. Evryniadis

Acting Campus Director, Melbourne

Associate Director, Office of Student Administration and Experience

E: eevryniadis@mit.edu.au

T: 0417 326 495

Legal Services include:

Victoria Legal Aid

<https://www.legalaid.vic.gov.au/>

T: 1300 792 387

Legal assistance - Department of Justice and Regulation, Victoria

<https://www.justice.vic.gov.au/justice-system>



CHILD PROTECTION LAWS

Child Protection Laws vary from State-to-State in Australia. If you are working or volunteering with children (under 18 years of age.), you may need to get a Working with Children Check (WWCC). You can apply for a WWCC by visiting <https://www.workingwithchildren.vic.gov.au/>. For further details, you should refer to the following Victorian State Government laws:

JURISDICTION	LEGISLATION
Victoria (Department of Health and Human Services)	Principal Acts: <ul style="list-style-type: none">• Children, Youth and Families Act 2005 (Vic.) Other relevant Acts: <ul style="list-style-type: none">• Working with Children Act 2005 (Vic.)• Child Wellbeing and Safety Act 2005 (Vic.)• The Charter of Human Rights and Responsibilities Act 2006 (Vic.)• Family Law Act 1975 (Cth)• The Commission for Children and Young People Act 2012

For child protection legislation in other States and territories, you can refer to this page:

<https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>



HOME SECURITY

Break-ins are one of the most common crimes. Most house break-ins appear to be crimes of opportunity with entry gained through an open or unlocked window or door. Most intruders are looking for (and often find) a house left open or unlocked where they can get what they want with ease and make a quick getaway.

Some General Security Tips:

- Your house number should be clearly visible from the street in case of an emergency
- Keep your front door locked when you are at the back of the house
- Do not leave messages on the front door. It lets people know you are not home
- Avoid having parcels left on the door step
- If you have to have something delivered while you are out, have the neighbours collect it
- When out, leave a radio or television on or a light in the evening to give the impression you are home
- Keep cash and valuables out of sight

Home Security is an issue for you to consider when you are deciding on a place to live. Windows and doors should preferably have security screens or locks; doors should have dead-bolts, a security chain and a peep hole; and if the property has an alarm system – that would also make it an excellent choice.

CONTENTS INSURANCE

It is recommended that if you are in a rental property that you obtain Contents Insurance for your belongings. This is a form of house insurance that insures the contents of the house. Landlords will usually have House Insurance but your belongings will not be covered. Contents insurance will replace your belongings if your house is robbed and your belongings are damaged or stolen, or you have a house fire and your belongings are destroyed or damaged. This may cost you up to AUS\$200 per year depending on the value of your belongings.

PERSONAL SAFETY

When you are out and about it is important to be alert and aware of your personal safety. If you are going out at night remember:

- Think ahead - consider how you are going to get home - what about pre-booking a taxi or arranging transport with a friend or family member?
- Never hitch-hike
- Make sure that you stay with your party and that someone knows where you are at all times
- Make sure you have enough money to get home or to phone
- Keep away from trouble - if you see any trouble or

suspect that it might be about to start - move away from the scene if you can. The best thing you can do is to alert the police and keep away

- Walk purposely and try to appear confident. Be wary of casual requests from strangers, like someone asking for a cigarette or change - they could have ulterior motives
- Try not to carry your wallet in your back trouser pocket where it is vulnerable and in clear view
- See also "Drink Spiking" under **Alcohol, Smoking and Drugs**

If you are out and about:

- Be alert to your surroundings and the people around you, especially if you are alone or it is dark
- Whenever possible, travel with a friend or as part of a group
- Stay in well-lit areas as much as possible
- Walk confidently and at a steady pace
- Make eye contact with people when walking - let them know that you have noticed their presence
- Do not respond to conversation from strangers on the street or in a car - continue walking
- Be aware of your surroundings, and avoid using personal stereos or radios - you might not hear trouble approaching
- Always keep your briefcase or bag in view and close to your body
- Be discrete with your cash or mobile phones
- When going to your car or home, have your keys in your hand and easily accessible
- consider carrying a personal attack alarm
- If you do not have a mobile phone, make sure that you have a phone card or change to make a phone call, but remember - emergency 000 calls are free of charge

(Source: Australian Federal Police)

PUBLIC TRANSPORT SAFETY

Travelling on public transport should be a safe and comfortable experience. Numerous security measures have been adopted to maximise the safety of travellers including: security officers, police, guards, help points, good lighting and security cameras. Most drivers also have two-way radios and can call for assistance.

BUSES

Waiting for a bus:

- Avoid isolated bus stops
- Stand away from the curb until the bus arrives
- Don't open your purse or wallet while boarding the bus – have your money/pass already in hand
- At night, wait in well-lit areas and near other people
- Check timetables to avoid long waits

Riding on the bus:

- Sit as close to the bus driver as possible
- Stay alert and be aware of the people around you
- If someone bothers you, change seats and tell the driver
- Keep your purse/packages close by your side. Keep your wallet inside a front coat pocket
- Check your purse/wallet if someone is jostling, crowding or pushing you
- If you see any suspicious activity, inform the driver

TRAINS

Many of the same safety tips when travelling by bus apply for trains. In addition:

- Most suburban trains have security cameras installed or emergency alarms that will activate the cameras
- Carriages nearest the drivers are always left open and lit
- Try not to become isolated. If you find yourself left in a carriage on your own or with only one other person you may feel more comfortable to move to another carriage with other people or closer to the driver

TAXIS

Travelling by taxi is generally quite a safe method of public transport. To increase your confidence when travelling by taxi, consider the following suggestions:

- Phone for a taxi in preference to hailing one on the street. A record is kept by taxi companies of all bookings made
- You are entitled to choose the taxi/taxi driver of your preference. If a driver makes you feel uncomfortable you are within your rights to select another taxi
- Sit wherever you feel most comfortable. This may mean travelling in the back seat of the taxi
- Specify to the driver the route you wish to take to reach your destination. Speak up if the driver takes a different route to the one you have specified or are familiar with
- Take note of the Taxi Company and fleet number. This will help in identifying the taxi if required

- If you are walking a friend to catch a taxi, consider letting the driver know that you have noted these details e.g., "Look after my friend, Mr/Ms Yellow Cab No.436"
- Stay alert to your surroundings and limit your conversation to general topics
- If you don't want your home address known, stop a few houses away from your destination

If the driver harasses you when travelling in a taxi your options include:

- Ask the driver to stop. You may choose to make up an excuse to do so
- Leave the taxi when it stops at a traffic sign or lights
- Call out to someone on the street to attract attention and seek assistance. This may also cause the driver to stop
- Read out the fleet number and advise the driver you will report him/her if they don't stop

(Source: Queensland Police Service)

ROAD RULES

If you are going to drive in Australia, no matter whether you are an experienced driver and have an international drivers' licence or not, YOU MUST KNOW THE ROAD RULES before you attempt to drive (even ten metres)! Many lives are lost on Australian roads every year and international visitors are at high risk! If you come from a country where you drive on the opposite side of the road to Australia, it is sometimes helpful to have a companion drive with you to ensure you both take note of traffic conditions and signs until you are more familiar with driving on the left side of the road. A handy tip is not to think of it as the other side of the road, but to think that the "white line" (or centre dividing line on the road) is on your side as the driver, just as it is in all countries. It is recommended that you take one or two driving lessons in Australia before you begin to drive hereon your own.

OWNING A CAR

Registration:

Any motor vehicle you own must be registered before you drive it on the road. You must register it in your name and provide the State car registration board with your driver's licence details and your residential address in Australia.

Insurance:

It is recommended that you have car insurance if you own a car, this will protect you if you have an accident that is your fault as it will help pay for any damage you may have caused to your car or another car.

SPEED

There are very obvious reasons for having speeding and traffic rules. The risk of being involved in an accident increases with the speed a vehicle is being driven because there is less time to react, less control of the vehicle and the distance needed to stop is longer. The higher the speed a vehicle is travelling when it hits a pedestrian, the greater the chance of a fatality occurring. Speeding kills.

MOBILE PHONES AND DRIVING

The use of mobile phones when driving is dangerous, against the law if it's not hands-free, and potentially fatal. This applies to sending or receiving text messages as well as calls. Operating a mobile phone while driving makes you nine times more likely to be killed in a collision. Police actively target the use of mobile phones by motorists. Fines are considerable and demerit points penalties do apply. You should be aware of how to legally use a mobile phone while driving.

DEMERIT POINTS SCHEME

The Demerit Points Scheme is a national program that allocates penalty points (demerits) for a range of driving offences. The scheme is designed to encourage safe and responsible driving. Along with financial penalties, demerit points provide a strong incentive to drive within the law.

Different offences have a different number of demerit points.

To check your points, call 1300 728 977 (24 hours/7 days) or visit VicRoads Customer Service Centres.

(Source: Roads and Maritime Services, VIC)

LICENCE REQUIREMENTS

Getting your driver licence – visit VicRoads at the following website link:

<https://www.vicroads.vic.gov.au/licences>

This site lists the steps you need to follow to get a Victorian driver licence.

In most States/Territories of Australia if you hold a current driver licence from another country, you are allowed to drive on your overseas licence as long as:

- You remain a temporary overseas visitor
- Your overseas licence remains current
- You have not been disqualified from driving in that State or elsewhere and
- You have not had your licence suspended or cancelled or your visiting driver privileges withdrawn.

If you're visiting Victoria for less than six months you can drive on your overseas driver licence provided it is valid and current.

If you've been living or will be living in Victoria for six months or more you'll need to convert your overseas licence or permit to a Victorian licence.

(Source: VIC Roads)

DRINKING ALCOHOL AND DRIVING

If you are going to drink alcohol, don't drive. If you are going to drive, don't drink alcohol.

Anything else is a risk, not only to you, but also to other motorists and pedestrians. Alcohol is involved in about one-third of all serious motor vehicle accidents. As the level of alcohol increases in your body, you have more risk of being involved in an accident. Driving with a blood-alcohol content above the legal limit is dangerous to others as well as yourself and severe legal penalties apply. If you are above the prescribed blood alcohol content level, as the level of alcohol in your body increases, so does the severity of your fine and/or jail term.

BLOOD ALCOHOL CONCENTRATION (BAC) LEVELS

The blood alcohol concentration (BAC) is the amount of alcohol in the bloodstream. A BAC of 0.05 means you have 0.05 grams of alcohol in every 100 millilitres of your blood. As the liver metabolises alcohol at around one standard drink per hour, the BAC level drops unless more alcohol is consumed. BAC is measured with a breathalyser, or by analysing a sample of blood.

LEGAL BAC LIMITS

There are legal limits as to the BAC level permissible if you are driving.

Victoria has three blood alcohol concentration (BAC) limits: zero, under 0.02 and under 0.05. The limit that applies to you depends on the category of your licence and the type of vehicle you are driving.

Blood and Breath Alcohol Concentration (BAC) is a measure of how much alcohol is in your body.

At a BAC of .05, your risk of being involved in a road crash is about double compared with a BAC of zero.

You need to drive with zero BAC if you:

- Have a learner permit
- Have a P1 or P2 licence
- Have been relicensed after a drink driving or drug driving cancellation
- Are a restricted motorcycle rider (shown as an 'E' condition)
- Are a driving instructor
- Drive a bus or commercial passenger vehicle
- Drive any rigid or articulated truck greater than 15 tonnes GVM.

Other drivers and those people supervising learner drivers, must drive with a BAC below .05.

You must not drink alcohol, even if your blood alcohol concentration stays below your legal limit, while:

- Driving a motor vehicle
- Sitting beside a person who is learning to drive



Failure to comply may result in a fine of up to ten penalty units, or if you receive an infringement notice, the penalty is two penalty units. This is an offence even if you are under the legal limit.

(Source: VIC Roads)

FACTORS AFFECTING YOUR BAC

The more you drink, the higher your BAC. But two people who drink the same amount might register quite different BACs. There are many factors that will affect this, including:

- **Body size:** A smaller person will have a higher BAC than a larger person because the alcohol is concentrated in a smaller body mass.
- **Empty stomach:** Someone with an empty stomach will reach a higher BAC sooner than someone who has just eaten a meal. Food in the stomach slows down the rate at which alcohol passes into the bloodstream.
- **Body fat:** People with a lot of body fat tend to have higher BACs because alcohol is not absorbed into fatty tissue, so alcohol is concentrated in a smaller body mass.
- **Women:** After drinking the same amount of alcohol, a woman will almost always have a higher BAC than a male.

Because of all these variable factors, counting the number of standard drinks you consume can only give a rough guide to your BAC. For more detailed information about alcohol and how it affects you, please see the Alcohol and Drug Foundation website: <https://adf.org.au>

DON'T DRINK & DRIVE!

DRINKING LIMITS ADVICE

To stay below 0.05 BAC, drivers are advised to limit their drinking to:

- **For men:** No more than two standard drinks in the first hour and no more than one standard drink every hour after that.
- **For women:** No more than one standard drink in the first hour and no more than one every hour after that.

RANDOM BREATH TESTING (RBT)

Random breath testing of drivers for blood alcohol levels and drug use is common at any time of the day or night. Police officers have the right to stop any vehicle at any time and require the driver to supply samples for screening. Any person driving a motor vehicle is required by law to have less than a specified amount of alcohol in their blood. If a driver exceeds the level which applies to them the driver has committed an offence.

INCREASED RISK OF AN ACCIDENT

It is safest not to drink alcohol at all if you are going to drive. The more alcohol you have in your body; the more risk you have of being involved in an accident.

- At 0.05% Blood Alcohol Content (BAC), your risk of being involved in a road accident is double that of a 0.00% reading.
- At 0.1% BAC your risk is more than seven times as high of being involved in a road accident, than at 0.00%.
- At 0.15% your risk increases to 25 times that of driving at 0.00%.

(Source: Australian Federal Police)

ALCOHOL, SMOKING AND DRUGS

ALCOHOL

Alcohol use is legal for those aged 18 years or over. There are laws governing how alcohol may be used in each State and Territory of Australia.

In Victoria there are alcohol laws and consequences relating to:

- drinking in a public place
- underage drinking
- liquor licensing and
- drink-driving.

You are breaking the law anywhere in Australia if you drink and drive with a blood alcohol concentration over 0.05.

Please go to <https://www.betterhealth.vic.gov.au/health/healthyliving/alcohol-and-the-law> for further details.

STANDARD DRINKS

The use of standard drinks can help people to monitor their alcohol consumption and exercise control over the amount they drink.

Different types of alcoholic drinks contain different amounts of pure alcohol. A standard drink is defined as one that contains 10 grams of pure alcohol.

These are all equal to approximately one standard drink:

- A middy of beer (285ml) = a nip (30ml) of spirits = a small glass (100ml) of wine = a small glass (60ml) of fortified wine such as sherry.

Please keep in mind:

- Some hotels don't serve standard drinks - they might be bigger. Large wine glasses can hold two standard drinks - or even more!
- Drinks served at home often contain more alcohol than a standard drink.
- Cocktails can contain as many as five or six standard drinks, depending on the recipe.
- Pre mixed bottled drinks often contain more alcohol than a standard drink.



SMOKING

Australian law makes it an offence to sell or supply tobacco products to a person under the age of 18 years. It is illegal for anyone under 18 to purchase tobacco products. There are also a number of laws regulating and restricting the advertising, promotion and packaging of tobacco products. Regulations have been introduced to restrict smoking in 'enclosed public places' including:

- Shopping centres, malls and plazas
- Restaurants, cafés, cafeterias, dining areas and other eating places
- Schools, colleges and universities
- Professional, trade, commercial and other business premises
- Community centres or halls and places of public worship
- Theatres, cinemas, libraries and galleries
- Trains, buses, trams, aeroplanes, taxis and hire cars, and ferries and other vessels
- Hostels (other than residential accommodation)
- Motels (other than residential accommodation)
- Fitness centres, bowling alleys and other sporting and recreational facilities
- Child-care facilities
- Hospitals
- Casinos (other than a casino private gaming area or residential accommodation)
- Hotels (other than residential accommodation)
- Clubs (other than residential accommodation)
- Nightclubs.

For more information on smoking laws in Victoria please visit:

<https://www2.health.vic.gov.au/public-health/tobacco-reform/smoke-free-areas>

DRUGS

Each State and Territory has laws governing the manufacture, possession, distribution and use of drugs, both legal and illegal. Drug laws in Australia distinguish between those who use drugs and those who supply or traffic drugs. The Federal Customs Act covers the importing of drugs, while each State has laws governing the manufacture, possession, distribution and use of drugs, both legal and illegal.

DANGER: Drink Spiking! Whether you are drinking alcohol or not, keep your drink close to you and watch it at all times. Drink spiking is when someone deliberately adds extra alcohol or other drugs into a person's drink without their knowledge. This is an unfortunate risk to people who are out trying to have a good time. Drink spiking can happen to anyone: male or female, young or old whether they are drinking alcohol or not. Never accept an open container of drink if you did not see it being poured and if you suspect you or your friends have had a drink spiked, call 000 (zero, zero, zero) immediately to report it and get help.

(Source: Alcohol and Drug Foundation)

HITCHHIKING

A person who waves at unknown drivers from the side of the road to request a ride with a driver further along the road is called a hitch-hiker. Hitch-hiking is illegal in Queensland and Victoria. Elsewhere in Australia it is illegal to hitch-hike on motorways (where pedestrians are prohibited and where cars are not allowed to stop). Some travel companies promote hitch-hiking as an inexpensive means of travelling around Australia.

HOWEVER: Many crimes have been committed against innocent hitchhikers including violent personal crimes and abductions. You do not know anything about the person whose car you get into.

Our advice to you is: **DON'T HITCH HIKE!** It simply is not worth the risk.

AVOIDING DANGEROUS AREAS AND ACTIVITIES

It is important to always be alert and aware of your surroundings and to avoid dangerous areas and activities, particularly at night.

A public place can vary through the course of the day. It may be used by different groups of people at different times. It may be busy at certain times and isolated at others. It may be different during the day than it is at night. These differences can have a very different impact on the way you feel when you are in them. For example:

The street outside a hotel in the morning is likely to be used by people going to and from work or shopping. At night however, the people most likely to be on the street are hotel patrons. Alcohol consumption has now become a factor in these places, and for many (particularly for women), some areas may become less safe.

A shopping mall during the day has lots of different people using it. Once it closes, it is often isolated and usually dark.

A school between the hours of 8 am and 5 pm is usually lively and active. After 5 pm or during school holidays however, it may be isolated or dominated by particular groups of people. Being in a place when it is busy is very different from when the place is isolated. There is often no reason to be afraid, but – be alert, be aware, and be careful.

MAKING NEW FRIENDS

There is no magic trick to making friends. And if you are in a foreign culture it can seem more difficult than usual to find people who you really “get along” with. Be kind to yourself - remember that making friends takes time. If you make the most of social opportunities during your life in Australia, just as you would back home, it will be quicker and easier for you to fit in, make friends and feel at home.

However you meet people, remember to be careful. When you meet someone new, be cautious until you get to know the person better and feel you can trust him or her. If a stranger starts talking to you, they are probably just being friendly. But be safe, and don't give them any of your personal details like your full name, your phone number or your address. With people you don't know well; always arrange to meet them in a public place, like a café or a park, instead of inviting them to your home or going to theirs, until you feel you have built a relationship with them, know more about them and feel comfortable with them.

Many international students spend time hanging out with other students and people from their own country and culture while they're in Australia. These people can make you feel accepted and you may be able to communicate much more easily with them than you can with the locals, particularly when you have just arrived. When everything around you is new and different, it can feel like a big relief to find people from your own country and cultural background. But remember, you need to be careful at first, until you get to know them better, just as you should with anyone else. Even though you may feel like you have a lot in common, remain cautious until you feel you know them reasonably well and can trust them.

If you have any concerns or questions about someone you have met, or want to talk to someone about Australian mannerisms and communication “norms” (widely acceptable behaviour), make an appointment via email (counsellor@mit.edu.au) or visiting Level 2M, to talk it over with one of the MIT Counsellors.



SEXUAL ASSAULT

Sexual assault is a criminal offence. It includes sexual harassment, unwanted touching, indecent assault and penetration of any kind. It is important to remember that it can happen to anyone and at any time but certain precautions may make it more difficult for a possible perpetrator:

- When socialising, be smart. Drink in a way that leaves you in control. Leaving drinks unattended leaves them open to being spiked quite easily
- Walk with confidence and purpose
- Avoid lonely or dark places
- Be wary of strangers, whether they are on foot, in cars or at parties
- Be aware of the people around you
- Respect your intuition
- If placed in a situation where you feel uncomfortable say "No!" loudly and with conviction

What do I do if I am assaulted?

It is very difficult to tell someone that you have been sexually assaulted. It is important to remember that sexual assault is a serious crime and can happen to people regardless of their gender or sexuality. Your first point of contact, should be the Police or your closest Sexual Assault Service.

1. You should first ring Victoria Police on 000 or the Sexual Assault Crisis Line on 1800 806 292 - Free call Victoria, Australia.
2. Do not wash, shower, change clothes or clean up in any way until after talking to the police and going to the hospital. You could destroy vital evidence. Don't drink alcohol or take tranquillisers or other

drugs as you will have to give a clear account of what has happened. Try to remember everything you can about your attacker.

3. Remember, you are the victim. You have nothing to feel guilty or ashamed about. Police officers are aware that a person who has been assaulted, sexually or otherwise, is likely to be suffering from emotional shock. They will do all they can to make things as easy as possible for you. It is likely they will provide a female police officer for a female victim. If not, you have the right to request one. You can also ask the police to contact a friend, family member, interpreter or religious adviser to be in attendance with you when you are dealing with the circumstances surrounding the report of assault.

There are free and supportive counselling services:

1. Sexual Assault Crisis Line
Ph: (03) 8345 3021 or 1800 806 292
Website: <https://www.sacl.com.au/>
2. 1800RESPECT
Ph: 1800 737 732
3. Safe Steps
Ph: 1800 015 188
4. The Sexual Assault Crisis Line Victoria (SACL)
Ph: 1800 806 292

The Student Administration and Experience team at MIT has Counsellors available for students wishing to seek advice or simply wanting to talk to someone. Counsellors can also make a referral to additional support services as necessary.

SOCIAL ACTIVITIES

The Office of Student Administration and Experience at MIT Melbourne has staff members dedicated to organising regular social activities for students.

Our Activities and Events Calendar is published at the start of every trimester and this outlines when and where social events for students are held. **Some examples of events held in past trimesters includes:**

- Walking tours to various tourist attractions around Melbourne
- Games Week
- Sporting clubs such as the Cricket Club
- Charity fundraising morning teas
- Alumni and Careers networking events
- Weekend excursions
- Celebrations for various holidays and/or cultural events (e.g. Easter, Lunar New Year, Diwali)

Upcoming events are normally promoted by the Student Administration and Experience team in various ways including:

- Social Media posting (Facebook, Twitter, Instagram)
- Classroom visits
- Posters around the campus
- Campus Newsletter
- Email communications

You should subscribe to the MIT Melbourne social media feeds and/or check your emails on a regular basis to stay up to date on the latest happenings.

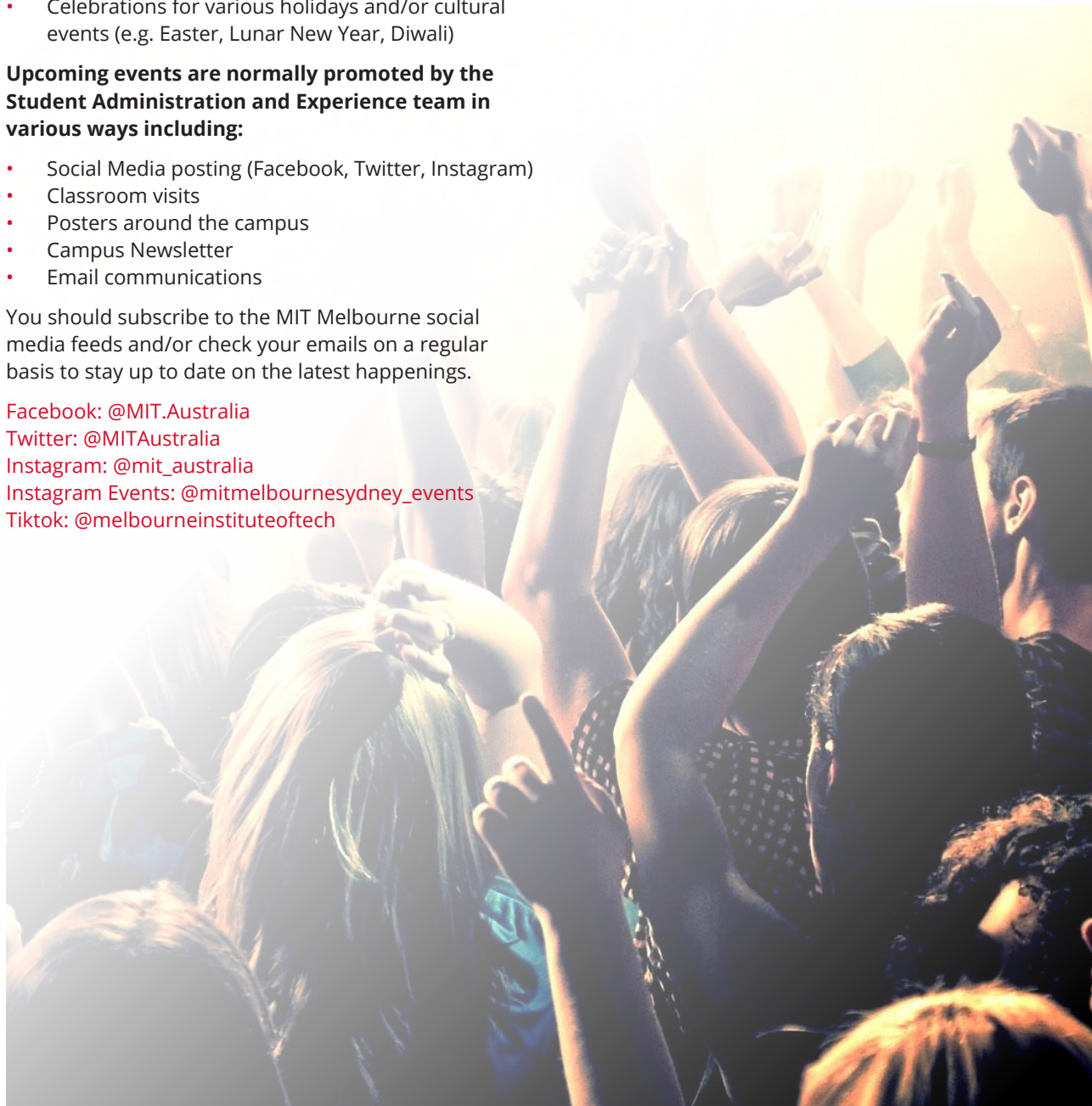
Facebook: [@MIT.Australia](#)

Twitter: [@MITAustralia](#)

Instagram: [@mit_australia](#)

Instagram Events: [@mitmelbournesydney_events](#)

Tiktok: [@melbourneinstituteoftech](#)



Section 4

STUDYING AT MIT





TO BEGIN

ARRIVE EARLY

MIT provides a Student Orientation before the commencement of classes. It is a requirement of the ESOS (Education Services for Overseas Students) Act 2001 that all commencing international students attend this. Staff within the Office of Student Administration and Experience who run the orientation, work hard to ensure that you as a student will be well equipped to achieve the best possible success in your studies. If you read through the welcome and pre-arrival, and orientation sections of this handbook, you will see that there is a lot of information for you to understand and consider as you move through your studies. Although this handbook will outline what you need to know, it is impossible to understand and recall everything. Once you are concentrating on your studies, you will feel less stressed if you are already comfortable with MIT, its staff and its services.

Arriving early to attend orientation gives you the chance to:

- See and talk to the most important people you will need to know at the MIT including:
- Staff within the Office of Student Administration and Experience
- The Head of your School
- Centre of Learning staff
- Counsellors
- Enrol early which will help you to get your Student ID/Access card early. You will need your Student ID/Access card to open bank accounts, borrow books from the library, and more.
- Meet and get advice from your Academic Course Co-ordinator based on your respective Course Study Plan including transfer credits.
- Meet representatives of MIT's Student Clubs, Senior Buddies, Peer Support Mentor Program.
- Find your way around the campus including:
 - Library
 - Computer rooms and facilities
 - Recreation and eating areas
 - Clubs
 - Classrooms
- Meet other International students who may share your classes, share your concerns or fears. Knowing another face on campus as you become more comfortable with the routines can really help you avoid any feelings of isolation.
- Find your way around the public transport/City/ to and from your accommodation.
- Feel as though you already know some of the things local students know before you get to meet them at orientation activities later and once classes start.
- Find out about MIT's free study support courses (including MIT001 Learning Foundations) which will assist you in your academic program.

WHAT TO DO FIRST

During Orientation Week (also called O-Week), you will be welcomed and advised of dates and times of the Orientation program where you will be given your Student ID/Access Card, timetable and lots of information to assist you in your program.

Orientation programs are held one week prior to the commencement of each trimester. Please refer to the Academic Calendar on the MIT website (<https://www.mit.edu.au/study-with-us/intake-dates>) for dates.

Orientation information will also be communicated to commencing students electronically, prior to the start of the events either via MIT approved representatives (agents) or directly to the student, depending upon their application method. Do check and read all emails from MIT on a regular basis.

FACULTY/COURSE ORIENTATION

During Orientation Week, a series of events and enrolment sessions will be held. Each enrolment session is specific to a cohort of commencing students.

Attendance at Orientation Week is compulsory for all commencing students as:

- You will get your Student ID/Access Card
- You will meet your Course Co-ordinator who will provide expert advice on your Study Plan
- You will meet MIT staff and fellow commencing students within your course
- You can participate in the MIT Volunteer Program
- You will learn how to access MIT systems including Moodle and AMS
- You will learn more about Office of Student Administration and Experience
- You will learn more about the library and ITD services
- You will arrange your timetable...and much more.

STUDENT 'CODE OF CONDUCT'

MIT has a number of policies and procedures relevant to students.

These are available on MIT's Homepage under Governance:

<https://www.mit.edu.au/about-us/governance/institute-rules-policies-frameworks-guidelines-and-plans>

The following policies concern student rights and responsibilities and general expectations of behaviour. These include:

1. Student Charter
2. MIT Student General Misconduct Policy and Procedure
3. MIT Student Complaints and Grievances Policy and Procedure

4. MIT International Student Handbook
5. MIT Overseas Student Refund Policy and Procedure
6. MIT Academic Achievement Scholarship
7. MIT Critical Incident Policy and Procedure
8. MIT Privacy Policy
9. Feedback Policy and Procedure
10. MIT Support for Victims of Domestic Violence Policy and Procedure
11. MIT Equity and Diversity Policy and Procedure

ACADEMIC POLICIES AND PROCEDURES

Academic policies governing your course of study include:

1. [Student Transfer Policy and Procedure](#)
2. [Academic Appeals Policy and Procedures](#)
3. [Industry Internship Policy and Procedure](#)
4. [Student Academic Progress Policy and Procedure](#)
5. [Academic Integrity Policy and Procedure](#)
6. [Credit Transfer and Recognition of Prior Learning Policy and Procedure](#)
7. [Assessment Policy and Procedure](#)
8. [Awards and Courses Policy And Procedure](#)

COMPLAINTS AND GRIEVANCES

MIT students have access to both internal and external complaints procedures. Internal policies and procedures that you must familiarise yourself with include:

1. Academic Appeals Policy and Procedures
2. Special Consideration/Deferment Guidelines
3. Student Complaints and Grievances Policy and Procedure

INTERNATIONAL STUDENT VISA CONDITIONS

All visas that allow travel to Australia have conditions attached. As a visa holder it is your responsibility to ensure that you are in full compliance with those visa conditions.

For a full list of mandatory and discretionary student visa conditions please visit:

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions>

To check your visa conditions, we refer you to Visa Entitlement Verification Online (VEVO):

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online>

ACADEMIC PROGRESS

The academic progress of each student enrolled at MIT is governed by the MIT [Student Academic Progress Policy and Procedure](#). Students are responsible for their own academic progress. Students who have been identified as either fulfilling the criteria for unsatisfactory academic performance, or who are at risk of fulfilling the criteria for unsatisfactory academic performance, are expected to take steps to improve their performance including seeking feedback from academic and administrative staff, using available academic and other support services and participating fully in the development and implementation of an intervention plan.

MIT recognises that students who are at risk of not meeting academic progression requirements require early intervention and support. If, after multiple interventions and the provision of sufficient student support, a student's academic performance is still deemed unsatisfactory, then MIT reserves the right to exclude the student from the course. The Institute provides an appeals mechanism for students identified for exclusion.

MIT will identify students who require early intervention and support by:

- monitoring student performance
- identifying students who are at risk of not meeting progression requirements
- formally advising such students of their academic risk of not meeting progression requirements
- providing intervention strategies to assist students to resolve progression difficulties
- working with students to formulate an intervention plan and
- monitoring the progress of students who are subject to intervention.

You should refer to the MIT Student Academic Progress Policy and Procedure for further information. see:

<https://www.mit.edu.au/about-us/governance/institute-rules-policies-frameworks-guidelines-and-plans/policies-procedures-and>

Unsatisfactory academic performance means:

1. Failing 50% or more of credit points in which the student is enrolled in a trimester;
2. Not being able to complete his/her course within the maximum period of study defined by the Academic Board

CONSEQUENCES OF UNSATISFACTORY ACADEMIC PERFORMANCE

Unsatisfactory academic performance can result in counselling, conditional enrolment or even exclusion from the course.

For more details refer to the Student Academic Progress Policy and Procedure, see:

<https://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/student-academic-progress-policy-and-procedure>

ATTENDANCE

Attendance is an important element of successful studies, and regular attendance at all lectures and tutorials is expected. The attendance of each student is monitored at MIT for course progression purposes.

Students who are unable to attend classes for a period of time must provide a written explanation with supporting documentation to the Faculty Office on Level 6 (e.g. in case of sickness, a medical certificate must be provided; in case of bereavement a copy of the death certificate is required).

International students should be aware that MIT is obliged to report to the Australian Government any student who is not making satisfactory progress in their studies as per MIT's [Student Academic Progress Policy and Procedure](#). In such circumstances, the student may no longer meet the conditions of their visa. Students enrolled in ELICOS must be mindful of additional requirements regarding their attendance. Refer to the [ELICOS Policy and Procedure](#).

EXTERNAL APPEALS

All students are expected to use internal MIT complaints and appeals procedures first before seeking an external appeal. In the event you are unable to resolve any serious issues and complaints internally through our complaints and appeals processes, students are able to lodge an external appeal with the Australian Government via the Overseas Student Ombudsman:

<https://www.ombudsman.gov.au/How-we-can-help/overseas-students>

LAWS GOVERNING COURSE DELIVERY

The delivery of courses to international students in Australia is governed by a comprehensive framework of laws that are designed to protect students' rights and responsibilities, and the integrity of the Australian visa system (also called the ESOS Framework). Students are also expected to meet MIT's minimum standards of behaviour, academic performance and the conditions of their visa (for students enrolled in Higher Education programs) and attendance (if enrolled in an ELICOS program).

The key government rules that govern delivery of courses to international students include:

- The Education Services for Overseas Students (ESOS) Act
- The National Code of Practice for Providers of Education and Training to Overseas Students (National Code)
- The English Language Intensive Courses for Overseas Students (ELICOS) Standards

For more detailed information regarding the ESOS Framework you can visit this government website:

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>

All education providers in Australia that enrol international students must register with the Australian government on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

The CRICOS register can be found at this website:

<http://cricos.education.gov.au/>

TUITION PROTECTION SERVICE

In the unlikely event that an education provider in Australia is unable to deliver a course to students (this is called provider default), the Australian Government has strong protections in place to protect students' unspent tuition fees or provide assistance to find an alternative course.

This system is called the Tuition Protection Service (TPS). If you require more information about the TPS, please refer to their website: <https://www.tps.gov.au>

Note that this only covers tuition fees, not other fees such as accommodation or internship/work placement fees, which are covered by a separate contract/agreement.

CURRENT ADDRESS DETAILS

Under Australian law, all International Students must provide their current Australian residential address and phone number to MIT.

According to 8533 student visa condition, You must tell your education provider:

- The address where you live in Australia within 7 days of arriving in Australia
- If you change the address where you live within 7 days of change

You can update these details through MIT Academic Management System (AMS). MIT has to be notified of any changes to your address or phone numbers within seven days. When starting your first trimester at MIT, you are required to complete your personal details (emergency contacts, health concerns etc.) at the enrolment stage during the Orientation Week. If you change your address or other personal details during the trimester, you can update your student records by

STUDENT ADMINISTRATION INFORMATION

PAYING FEES

Commencing students must also make a fee payment prior to the commencement of the relevant trimester. Prior to the end of each trimester, a pre-enrolment fee notice is sent to each student advising him/her of their upcoming trimester fees. It is the responsibility of each student to contact the Finance Department if they have not received their pre-enrolment fee notice by week 10 of the teaching period.

Students not able to make payment by the due date due to exceptional circumstances must see the Finance Department staff with their certified documentation supporting their grounds for special consideration, one week prior to the due date of their fees.

ENROLMENT

Enrolment means officially becoming a Melbourne Institute of Technology student. Students are required to formally enrol every trimester as per MIT's Academic Calendar. Any student who has not re-enrolled as per the date listed in MIT's Academic Calendar, is deemed to have passively withdrawn from their MIT program of study. The ONLY exception is any student who has received approval in writing from the Office of Student Administration and Experience (studentservices@mit.edu.au) for late re-enrolment. Commencing students must seek approval from admissions team, if they are unable to enrol on time.

STUDENT ID/ACCESS CARDS

- All students are required to formally enrol in Trimesters 1 and 2
- All commencing MIT students will be issued with a Student ID/Access card when they enrol in their first trimester
- Students are required to have these cards on them at all times whilst on campus. Failure to do so may result in not obtaining access to the campus
- The Student ID/Access card will be made available during Orientation Week
- It is the student's responsibility to validate their Student ID/Access card upon payment of fees each subsequent enrolled trimester
- Any lost Student ID/Access card must be reported to Office of Student Administration and Experience as soon as practicable
- The cost of a replacement Student ID/Access card is to be incurred by the student. The cost of a replacement card is AUS\$10

REFUND AND CANCELLATION POLICY

Every student will have read and signed MIT's International Student Offer Acceptance Form when accepting their place in a course at MIT. Any application for a refund of tuition fees will be accessed in accordance with the Institutes' Terms and Conditions of Enrolment, Fee Payment and Refund Policy, which is included in your Offer Letter.

For further information, refer to:

<https://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/InternationalStudentRefundPolicyandProcedure> for more information.

TEXTBOOKS

Your lecturer will outline required textbooks for each of your units in Week 1 of trimester.

Prescribed textbooks can be purchased online from Booktopia (<https://www.booktopia.com.au/>)

MIT ACADEMIC CALENDAR

The Academic Calendar is located on MIT AMS (Academic Management System) and within the MIT Student Diary.

TRIMESTER DATES

The following trimester and term dates have been finalised for 2024.

Trimester 1, 2 & 3	Orientation	Start Date	Census Date	Completion Date
Term 4 & 5 (Special intakes)				
T1, 2024	11/03/2024	18/03/2024	12/04/2024	22/06/2024
T4, 2024	29/04/2024	6/05/2024	31/05/2024	7/08/2024
T2, 2024	8/07/2024	15/07/2024	9/08/2024	19/10/2024
T5, 2024	26/08/2024	2/09/2024	27/09/2024	4/12/2024
T3, 2024	4/11/2024	11/11/2024	6/12/2024	22/02/2024

STUDENT SUPPORT SERVICES

The Office of Student Administration and Experience (OSAE) on Level 2M provides one central location where student can access services and support such as:

- Counselling and Advocacy services
- Academic Services
- Accommodation services
- Career Development Centre
- Alumni services

The OSAE provides and co-ordinates the following MIT campus functions:

- Student Administration
- Orientation and Enrolment sessions
- Alumni and industry engagement
- Networking and campus social events
- Student eNewsletter
- Student Clubs
- Student noticeboards

Staff roles within the Office include the following:

- Student Administration and Experience Associate Director
- Student Administration and Experience Officer
- Student Enrolments and Records Officer
- Student Counsellors and Advocacy Officer
- Student Administration Assistant (Reception)
- Alumni, Industry Liaison and Career Advice Officer

Office of Student Administration and Experience can be found at The Argus, Level 2M, 288 La Trobe St Melbourne Victoria 3000 Australia

COMMUNICATIONS WITH STUDENTS

MIT will engage with you through various channels including email, EDMs, Facebook, telephone, SMS, the MIT website, via the Academic Management System (AMS) portal, Moodle, and face-to-face interaction.

PRIVACY AND CONFIDENTIALITY OF INFORMATION

MIT has policies and procedures for the effective management of student record keeping in addition to privacy and confidentiality policies.

Notwithstanding these, MIT may be required to provide information to Commonwealth and State agencies (Department of Education - DE and Department of Home Affairs - DOHA) and the Fund Manager of ESOS Assurance Fund.

FULL TIME STUDIES

Under the Australian immigration law, international students are required to be studying full time. For the purposes of Melbourne Institute of Technology students,

a standard “full time” study load normally means a total of 60 credit points in a compulsory trimester and the minimum study load for an enrolment to be considered full-time is at least 45 credit points unless otherwise specified or, in the case of the postgraduate Networking and Engineering courses, 40 credits points. A part-time student study load is anything less than the minimum full-time study load.

Only in exceptional circumstances may international students be enrolled in less than a standard full time study load. This must be approved in advance by the Head of School or outlined as per the enrolment.

“Exceptional circumstances” include:

- The student is studying English combined with their award study;
- The student is in their final trimester of an award and completing remaining units;
- There are no available units in both MIT and FedUni;
- On the basis of ill health as recommended in writing by a professional medical practitioner. If permitted to do less than four units

(Three units for Graduate Diploma of Networking, Master of Networking and Master of Engineering), the student will be enrolled in all three trimesters in one academic year. Students who fail to do so may be in danger of not completing their course within MITs course duration period.

STUDY PLAN

During one-on-one course advice with course co-ordinators, each student will receive a Study Plan outlining their course of study and the sequence of units. The Plan will be monitored every trimester, and may be varied, during the course of their studies, but is intended to ensure their progress through the course meets the academic requirements for them to successfully complete their course, and within the time frame and under the conditions required by their student visa.

VARIATION OF ENROLMENT/ WITHDRAWAL FROM UNITS

Withdrawal of a unit resulting in reduced study load is only permitted under exceptional circumstances where special permission is obtained from the Head of School. The online enrolment amendment form must be completed for the purpose of amending the student's enrolment to permit study of less than a full-time load as outlined with the ‘FULL TIME STUDIES’ section above. Any variation of enrolment/withdrawal from units will require amendment of the student's Study Plan. When withdrawing from a unit the student must substitute that unit to make the study plan equivalent to full time load unless otherwise specified.

DEFERRAL OR SUSPENSION OF STUDIES - INTERNATIONAL STUDENTS (INTERMISSION/LEAVE OF ABSENCE)

According to the Australian Government regulations, the ESOS Act (2000) and the 'National Code of Practice' (Standard 9), MIT can only defer or temporarily suspend the enrolment of the student on the grounds of:

- (a) Compassionate or compelling circumstances (e.g.: Illness where a medical certificate states that the student is unable to attend classes) or
- (b) Misbehaviour by the student.

MIT will inform the student if by applying for leave of absence, suspending or cancelling the student's enrolment, their visa will be affected. MIT will advise the Secretary of Department of Education and Training (DET) via PRISMS as required under Section 19 of the ESOS Act (2000) where the student's enrolment has been deferred, temporarily suspended or cancelled.

Where on medical or compassionate grounds (e.g.: death of a member of the family), subject to visa requirements, for academic reasons the maximum period of intermission/short leave of absence, if allowed, is two weeks. This is provided the student applies by writing in advance and includes written evidence from an independent authority of the basis for their request. If the student needs to be absent for longer than two weeks, then they must defer their enrolment to a subsequent trimester.

Deferral will have visa and fee implications. The student must seek MIT's advice about these implications before taking any action. In the event, where deferral is granted the student may need to reapply again to get a student visa. If a student defers or suspends their studies on any other grounds and without approval this will be considered as not complying with the student visa conditions and Melbourne Institute of Technology is legally bound to report to DET such students as not complying with student visa requirements. This can result in cancellation of the student's visa.

Where deferral occurs, any fee refund will be determined in accordance with the normal refund policy of the Institute. This is calculated from the trimester that the student is deferring from.

Please refer to MITs Enrolment Policy and Procedure located at <https://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/MIT-Enrolment-Policy-and-procedure>

For full details on NCP Standard 9, refer to:

[Standard 9: Deferring, suspending or cancelling the overseas student's enrolment](#)

TRANSFER BETWEEN REGISTERED PROVIDERS

According to the Australian Government regulations, the ESOS Act and the 'National Code of Practice' (Standard 7), MIT will assess requests from international students for a transfer between registered providers prior to the student completing six months of the principal course of study, in accordance with the [MIT Student Transfer Policy and Procedure](#). If release is granted, it will be at no cost to the student.

Please refer to: <https://www.mit.edu.au/about-us/governance/institute-rules-policies-frameworks-guidelines-and-plans/policies-procedures-and>

DEFERRAL OR SUSPENSION OF STUDIES – DOMESTIC STUDENTS

(Intermission/Leave of Absence)

Domestic students who are paying fees upfront are bound by the same obligations of overseas students when applying for a leave of absence.

Domestic students who have been approved for fee- help wishing to defer must do so prior to the census date.

SHORT LEAVE OF UP TO TWO WEEKS – ALL STUDENTS

Short leave of up to two weeks or less may be granted on the same grounds as a leave of absence request. For more detail on how to apply, please refer to the Enrolment Policy and Procedure located at:

<https://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/MIT-Enrolment-Policy-and-procedure>

Key Personnel include:

Acting Campus Director, Melbourne	Ms Efthimia Evryniadis eevryniadis@mit.edu.au
Associate Director Student Administration and Experience	
Group General Manager and Director of HRM (Pro Tem)	Mr Austin Kijagulu austin@mit.edu.au
Alumni, Industry Liaison and Career Advisor	Mr Jared Nathaniel jnathaniel@mit.edu.au
Student Counsellor and Advocacy OfficerS	Ms Stephanie Poynton spoynton@mit.edu.au Ms Amily Davis adavis@mit.edu.au
Student Enrolment and Records Officers	Mr Ashish Naik anaik@mit.edu.au Ms Qian Zhao qzhao@mit.edu.au
MIT Centre of Learning	Dr. Tasmiha Tarafder ttarafder@mit.edu.au
Student Administration and Experience Officer	Mr Congzhe Zhang czzhang@mit.edu.au Ms Vivian Fan vfan@mit.edu.au
Academic Services	Ms Madeleine Aldridge maldridge@mit.edu.au Ms Krystal Liu kliu@mit.edu.au
Library Services	Ms Christine Aldridge caldridge@mit.edu.au

Quick Guide to Key Personnel

WHO TO SEE	ISSUES
ACADEMIC	
Lecturers	Questions about content of units, teaching procedures, assessment.
Course Coordinator	Questions about the program as a whole, academic progress and regulations, difficulties with study, decisions to defer from study (Inform the OSAE staff specifically).
Counselling Officer/Academic Support Officer	Help with reading, writing, note taking, preparation for exams and assignments
ADMINISTRATIVE	
Enrolment and Records Officer	Timetable, registration in subject / units, change of address.
Student Administration and Experience Officer	Financial problems, enrolment and short term accommodation. Academic progression, understanding of how to utilise institution processes effectively.
PERSONAL	
Student Counsellor and Advocacy Officer	Problems with relationships, home-sickness, gambling, depression, relationship issues. Sexual harassment, discrimination issues. Study adjustments. Advocacy.
Faculty Administration Officer	Examinations
Alumni, Industry Liaison and Careers Officer	Industry Placement, Careers advice and services

CAMPUS AND FACILITIES

MELBOURNE CAMPUS

Located in the centre of Melbourne CBD, MIT Melbourne Argus Building has a rich history as one of Melbourne's prized heritage buildings.

Situated among shops, restaurants, banks, post offices and entertainment outlets, close to parks and gardens, hospitals, the State Library of Victoria and the Queen Victoria Market, and with easy access to public transport, the MIT Melbourne campus offers the perfect balance between study, work and play.

Campus facilities and services include excellent teaching and learning facilities, modern computer labs, networking studio labs, wireless internet, comprehensive library with the latest electronic information services, computer shop, student lounge, prayer room, campus security, first-aid facilities, career advisory, study support and counselling.

Programs offered at this campus include: Business, Accounting, Information Technology, Networking, Engineering and English Language.

The facilities at MIT are modern and inviting, complete with interactive, study environments. The computer laboratories are well equipped and well maintained for staff and student use. MIT has more than 340 computers for student use at the Melbourne campus.

LIBRARY

The MIT Library is located on Level 3 and provides access to prescribed text books, reference materials, academic and business journals as well as recreational reading and DVDs. Study areas and photocopying facilities are also available. The Library is your first point of contact for finding information for your assignments. Your MIT ID card is required to use the Library service. Library tours are conducted during Orientation Week, and the Library offers regular information sessions throughout the academic year.

All students have access to:

- Free Wi-Fi
- Books and CDs
- Prescribed textbooks and Recommended reading materials
- Electronic resources including databases and e-journals
- English language learning books
- Photocopier and scanner and
- A library catalogue search computer

ENGLISH LANGUAGE SUPPORT

English language support is also available to our students as part of our suite of offerings. If you feel that you need additional assistance, please get in touch with Centre of Learning staff via email (centreoflearning@mit.edu.au).

PRAYER ROOM

Quiet prayer rooms have been set aside for students on level 2 (male only) and level 4 (female only).

INFORMATION TECHNOLOGY DEPARTMENT (ITD) SERVICE DESK

As a student of MIT, you will be allocated a username and password. This should be used to access computers. For information on how to obtain a password an login ID, please contact the IT Service Desk on Level 3, or via email: servicedesk@mit.edu.au, or via phone at (03) 8600 6725.

COMPUTER LABS

All computer labs are accessible during MIT's operating hours. Computing and network resources available include PC's, laptops, printers, scanners, copiers, dedicated Cisco equipment, audio visual equipment, internet connection, Wi-Fi and remote access to resources through the Academic Management System (AMS).

The ITD Department, in conjunction with the teaching staff, ensures that the student computer facilities are maintained to industry level standards and that relevant and required software is provided for each unit.

Note: A Student ID/Access card issued by MIT is required to access all the facilities on campus.

WIRELESS ACCESS AT MIT MELBOURNE

All MIT students have access to wireless technology. All you need to access this service is your device that is Wireless enabled. We provide this service to help you with your studies. The service is free of charge.

FIRST-AID FACILITIES AND SERVICES

The First Aid room is located on Level 2M, inside the Office of Student Administration and Experience.

If you see a student or person who requires first aid during normal office hours (Monday to Friday 9am to 5pm) who is unable to get to Level 2M on their own, please assist them by reporting the incident to Level 2M Reception. They will contact the first available First Aider.

If an incident occurs outside of normal office hours but whilst the campus is officially opened for classes, please report the incident to the security staff on the ground floor.

If however, the incident occurs outside of these hours, please report the incident to the OSAE staff on Level 2M the following day.

CENTRE OF LEARNING

The Centre of Learning offers a broad range of support services to enrich the learning and teaching experience at MIT. All aspects of the journey towards academic success are encompassed by our operations, such as face-to-face tutoring, examination preparation and the delivery of workshops to build competence in language and literacy skills. The innovative programmes and services which are offered at the Centre of Learning will enhance academic life for all MIT students.

LOST ITEMS

If anything is lost on campus (USB sticks, Mobile phones, laptops etc.), please contact the campus security.

PHOTOCOPYING AND PRINTING FACILITIES

Photocopying and Printing Facilities are available. All students studying at MIT use their Student ID/Access card to access the photocopying and printing facilities. A coin machine is provided at the Learning Commons Area on Level 3, for students to top up their student ID cards.

CALENDAR OF EVENTS

The Student Activities and Events Calendar is updated and published every trimester. You can access the calendar at the start of each trimester by logging in to the Student Moodle.

You can find more about student Melbourne events via

MIT website at <https://www.mit.edu.au/events/UpcomingEventsMelbourne>, the MIT Facebook page at [facebook.com/mit.australia](https://www.facebook.com/mit.australia) and the MIT Instagram events page @mitmelbournesydney_event and MIT

TRIMESTER SYSTEM

MIT has an innovative three-trimesters-a-year system, which means that students have options with regards to the pace and duration of study.

Depending upon individual student circumstances, a variety of options are available:

1. The conventional two-trimester academic year (March, July and November)
2. Three trimesters in one academic year, effectively fast-tracking the completion of your course
3. A normal two trimester load spread over the three trimesters in a academic year, for students experiencing learning difficulties (subject to approval from the Academic Manager or Course Coordinator)
4. Other options are possible, by arrangement, in individually approved circumstances, at the discretion of the Head of School provided that Australian immigration regulations are observed.

MOBILE PHONES

Mobile Phones must be switched off during lectures, tutorials and laboratory sessions and while in the Library. It is the responsibility of the student to take reasonable

care not to leave phones unattended on campus. It is also expected that the student has the phone switched off during any interviews or meetings with staff.

UNIT (SUBJECT) SELECTION

Enrolment is held at the beginning of each trimester. During enrolment, each student must select the subject/units to be studied. Each student will receive academic advice from MIT academic staff about their choice of units. Please check the pre-requisite units before the enrolment date in order to speed up the unit selection. Once enrolled, students are required to attend classes, access computer laboratories and the library.

On enrolment, each student will receive a Study Plan outlining their course of study and the sequence of units they have selected. The Plan will be monitored every trimester, and may be varied, during the course of their studies, but is intended to ensure their progress through the course meets the academic requirements for them to successfully complete their course, and within the time frame and under the conditions required by their student visa.

TIMETABLES

Timetables are published prior to the start of each trimester. As a student, your timetable will change with each trimester, depending upon which units (subjects) you enrol in, and which classes you register in the timetabling system.

ACADEMIC SUPPORT AND EXPECTATIONS

MIT has excellent Academic Support Services available for you to take advantage of. The best part is, they're all free! Student support is given to all students from their enrolment to graduation. The support offered includes:

- MIT001 Learning Foundations for MIT students
- AIM100 Academic Integrity module
- Peer-to-Peer support (Buddy Program)
- Academic support (Mentoring) and
- Ongoing monitoring of academic progress.

We offer the MIT001 Learning Foundations Program in the form of workshops to help tackle areas such as essay writing and referencing, and Library Workshops to help you with navigating databases and online journals. Counselling support is available to assist those facing both personal and academic issues. And don't forget you can also seek Academic Support from your Course Coordinators.

Visit <https://www.mit.edu.au/students/student-services> for more information about Student Support Services on offer.

GET INDUSTRY INSIGHTS

Industry guest speakers and lecturers from other Universities are invited to conduct seminars at MIT throughout the year. These seminars give you important insights into industry and help you expand your overall knowledge.

Industry based events on campus also provide good opportunities for current students to network within their desired industry.

TEACHING AND LEARNING IN AUSTRALIA

All MIT students are encouraged to ask questions and express personal viewpoints. You will be expected to spend a minimum of five to seven hours per week on independent study for each unit of study. As with all universities, you will be expected to take responsibility for your own learning.

HOW UNITS ARE TAUGHT

Units (subjects) are taught through a range of methods including: Lectures, seminars, tutorials, studio and laboratory sessions, group discussions and projects, individual research projects, class presentations, case studies and industry based projects develop your own mature self-directed learning habits.

COPYRIGHT

Copyright is a form of intellectual property that protects a person's creative skills and labour. In Australia, copyright law is governed by the Copyright Act 1968 (the Act), and the Act is amended from time to time to keep the law up to date. Material protected by copyright includes but is not limited to:

- Literary works such as books, journal articles, novels, reports;
- Computer programs;
- Compilations such as databases;
- Sound recordings such as recordings of music or words;
- Cinematography films such as feature films, television programs and commercials and
- Artistic works such as photographs, maps, plans and paintings.

All students conducting their own research can rely on provisions in the Australian Copyright Act 1968 called "Fair Dealing for the purposes of research or study". For more information, visit the Library or the Australian Copyright Council website at: <https://www.copyright.org.au/>

TEXTBOOKS

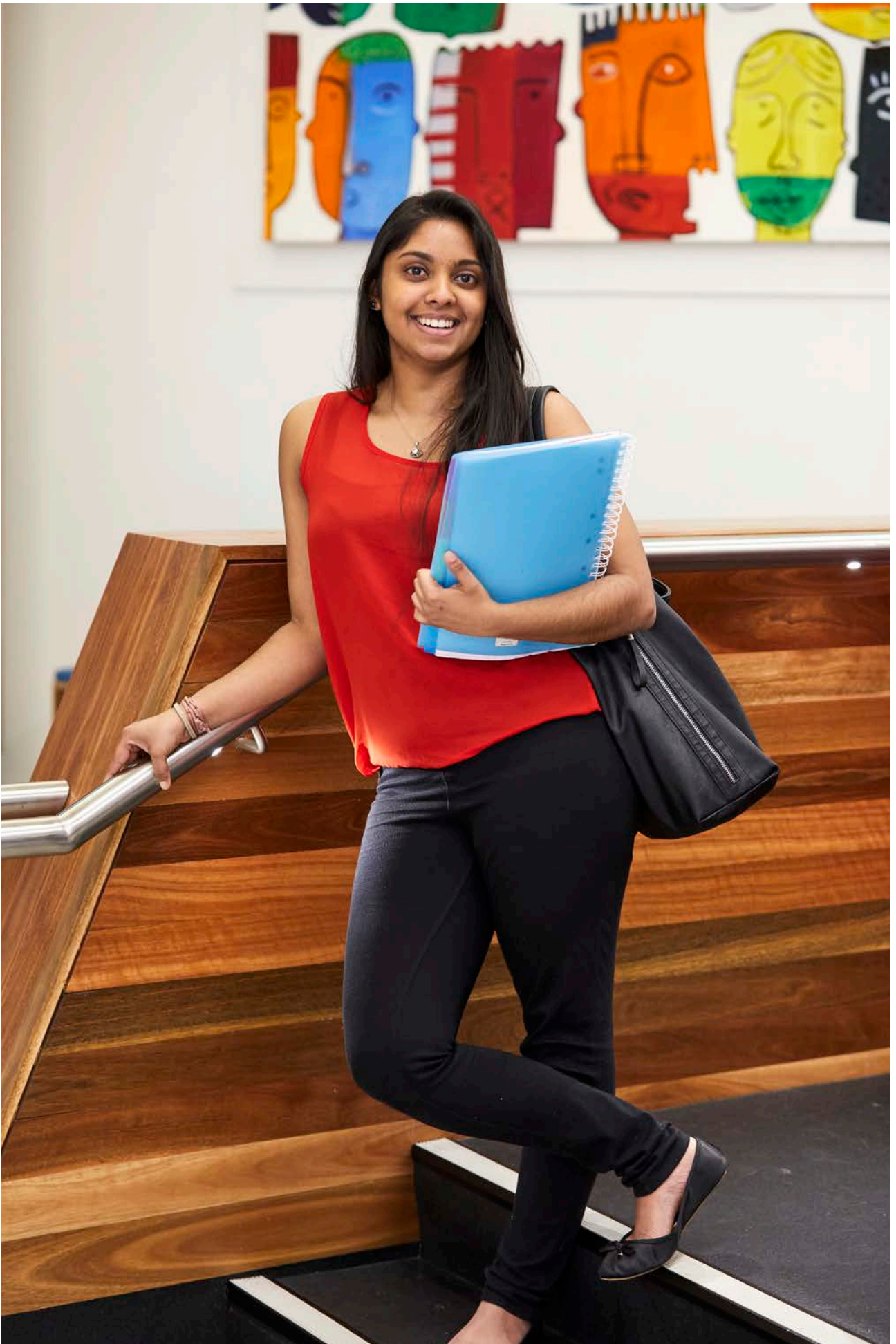
Your lecturer will outline required textbooks for each of your units in Week 1 of trimester.

Prescribed textbooks can be purchased online from Booktopia (<https://www.booktopia.com.au/>)

ASSESSMENT METHODS

Assessment is continuous throughout the trimester. Depending on the unit of study, this may include practical assignments, individual and group projects, class presentations, tutorial and laboratory work, essay and report writing, class participations, class tests and a final examination.

MIT regards assessment as central to your learning experience. The way we assess your learning will have a direct bearing on what and how you learn. The purpose of assessment is to provide feedback to you on how



KEYS TO ACADEMIC SUCCESS

You will need to develop effective study techniques to successfully complete your subjects. You need to organise your time, develop your learning skills and apply what you learn.

A recommended book to help you with your learning skills is **A Guide to Learning Independently** by Marshall and Rowland (3rd Edn. published by Pearson in 1999). This book emphasises the discovery and development of your own learning needs and the techniques that best suit you. It is available from most bookshops and from MIT Library for loan.

The followings are some tips:

- **Plan your study timetable** – you should prepare a timetable for your study over the period of the subject.
- **Study at regular intervals** - Set yourself realistic goals for each study session.
- **Read** - gain an understanding of a section and identify key issues.
- **Write** - List the main concepts and ideas in point form under headings. Complete any activities or questions in your subject notes.
- **Recall** - List the main concepts and ideas in point form under headings. Complete any activities or questions in your subject notes.
- **Revise** - revise the notes you have made. Test yourself on the objectives of each topic by treating them as questions and use the checklist at the end of each topic.

CENTRE OF LEARNING

MIT offers a range of free study skills support programs to facilitate and enhance learning. The Academic Support Programs are offered by MIT to assist students in developing essential academic skills and to give students a greater chance of achieving academic success. The programs offered by MIT are the Mentoring Program and the unit “Learning Foundations (MIT001)”.

Some of the academic skills covered in the MIT001 include:

- Writing skills
- Time management
- Computer Skills (Word, Excel and PowerPoint)
- Referencing
- Oral Presentations
- Exam Preparation

PLAGIARISM

The **Concise Oxford Dictionary** defines plagiarism as “The practice of taking someone else’s work or ideas and passing them off as one’s own.” The Institute’s academic policy stipulates “plagiarism” as serious academic misconduct. Students are advised to make themselves familiar with these terms while they are studying at MIT.

MIT has identified a need to educate its students on how to avoid plagiarism. We have various services (study skills, mentor program, student consultation with academic staff, Library Workshops etc.) that ensure students are provided with assistance and taught how to avoid plagiarism. The MIT Policy on plagiarism is accessible at:

<https://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/AcademicIntegrityPolicyAndProcedure>

RESOURCES

The facilities at MIT are modern and inviting, complete with interactive, study environments. The computer laboratories are well equipped and well maintained for staff and student use. MIT has more than 340 computers at the Melbourne campus for students to use. All computer labs are accessible during MIT’s operating hours.

Note: An Student ID/Access card issued by MIT is required to access all the facilities on campus.

AIM100 - ACADEMIC INTEGRITY MODULE

This online unit is compulsory for all new students and is added to your timetable upon enrolment. The unit has five modules and aims to provide a firm foundation for understanding and practising academic integrity. It will explain the rationale for academic integrity, common forms of breaches, and sound approaches to practising academic integrity in learning, particularly in assessments and examinations. Students must successfully complete this unit within the first five-weeks of the trimester. Failure to complete this unit will result in official results being withheld. The unit grade will also appear on students official academic transcript.

HEALTH AND SAFETY ON CAMPUS

GENERAL HAZARDS

A building such as the MIT Melbourne campus is generally quite safe as there is no dangerous machinery or dangerous items used as part of the learning environment; however, all buildings have intrinsic hazards and emergencies including but not limited to:

- Electrical faults requiring evacuation
- Medical Emergency (First Aid room is located on Level 2M)
- Fire on Campus (Emergency Plan) and steps for evacuation
- Bomb or terrorist threats; phone threats or unwanted visitors; unaccounted for mail or parcels/bags
- Building flooding or collapse which may require either evacuation or containment
- Sexual abuse or harassment
- Major or minor harassment of a physical kind by others (by another student or another person)
- Verbal abuse (by another student or another person)

MEDICAL EMERGENCY ON CAMPUS

There are a number of trained First Aid staff on campus – if you become ill or injured, please seek assistance by responding to the First Aid Officers:

Level 6

Madeleine Aldridge
maldridge@mit.edu.au

Level 4

Dr Tasmiha Tarafder
ttarafder@mit.edu.au

Level 3

Kurt Zhang
kzhang@mit.edu.au

If you see a student or person who requires First Aid and is unable to get to Level 2M on their own, please assist them by reporting the incident to Level 2M Reception. They will contact the first available First Aider.

If an incident occurs outside of normal office hours – please report to the security staff on the ground floor. After hours is after 5pm, Monday to Friday or weekends.

The First Aid room is located on Level 2M, inside the Office of Student Administration and Experience.

CAMPUS EVACUATION PLANS

In the event of an emergency requiring a campus evacuation, be mindful that:

- If you notice smoke or a fire – report it to your lecturer or security and wait
- If the alarm sounds, please wait for instructions from the fire wardens – the wardens will be wearing either caps or hats and giving instructions on where to meet
- Do not waste time looking for things to take with you –
- leave when you are asked

- The building is fitted with an automated electronic alarm system, so even if there are no wardens available, the
- building's public announcement system will advise you of what to do
- Generally, there is a softer, slower sound initially, followed by a whooping siren, and finally, an announcement advising to evacuate the building
- The announcement will either be made by the chief warden using the public announcement system (PA) or the automated system will kick in
- The building has multiple fire exit stairs located towards the back of the building. These are stairs that you will need to use as they are fire rated and will keep you safe for several hours if there is a fire in the building
- Continue down the stairs to the ground floor – following the "green man" signs, and exit in the unnamed laneway at the side of the MIT building
- Turn right and meet staff in the assembly area (1) A'Beckett Street, or (2) Corner of A'Beckett Street and Queen Street
- Once you have reached this corner, move along Queen Street as far along as possible to allow all people to fit comfortably around you without spilling onto the road
- Remain in this location until advised by the wardens or authorities that it is safe to leave
- Should you need to leave before being advised to, do not leave without reporting to a warden
- Leaving without advising could be putting someone's life in danger as the emergency crews may be sent back into the building to look for you
- Once the emergency is declared over, you will be guided back into the building by the wardens and your lecturers, where possible – use the stairs to return to your activities

EMERGENCY TELEPHONE NUMBERS

EMERGENCY 000 or 112 from a mobile (to override key locks)

GOVERNMENT DEPARTMENTS

Department of Home Affairs

13 18 81 | www.homeaffairs.gov.au

ATO – Australian Taxation Office

Tax File Number: 13 28 61 | www.ato.gov.au

Overseas Student Health Cover

If with Allianz Care Australia: 1800 814 781 (24 hours)

SMOKING

Smoking including electronic cigarettes is not permitted in the Institute's building by Australian Government regulation.

It is also the policy of MIT to maintain a clean and smoke-free environment. Smoking is not allowed in any part of the campus; this includes the front entrance of the building. Students who wish to smoke may do so in appropriate areas, sanctioned by the City Council, outside the campus and should ensure that cigarette butts are disposed of properly. Smoking is prohibited in the immediate entrance area of the building; students found littering with cigarette butts may incur a very large fine by the City Council.

Section 5



SOCIAL AND CULTURAL

ADJUSTING TO LIFE IN AUSTRALIA

While living and studying abroad may be an exciting adventure, it can also present a range of challenges. Having decided to study and live in Australia you will be undertaking adjustments in many areas of your life including cultural, social and academic.

It is also important to remember that while these changes are occurring you will be embarking upon a new trimester of study (for many of you in a different language) and be away from your usual supports, networks and resources. Adjustment to a new country and culture is a process that occurs gradually and takes time. The values, beliefs, traditions and customs of your home country may vary greatly from those in Australia and adapting to the Australian way of life may take some time. This advice may help:

LISTEN, OBSERVE AND ASK QUESTIONS

Adjustment to a new culture and way of life takes time. Allow yourself time to observe those around you and patterns of both verbal and non-verbal communication. Don't be afraid to ask questions if there are things you do not understand as this will reduce the chance of confusion or misunderstandings.

BECOME INVOLVED

Make an effort to meet people and become involved in groups both on campus and in the wider community. Maintain an attitude of openness to new situations and experiences. Establishing friendships and joining groups is the best way to experience and learn about Australian culture and will certainly mean you have a richer and more enjoyable time here.

TRY TO MAINTAIN A SENSE OF PERSPECTIVE

When confronted with difficulties remind yourself that living and studying abroad is a challenge and it is normal to feel stressed, overwhelmed and out of your depth at times. Try to recall or make a list of the reasons you initially wanted to study abroad in the first place. Listing positive events or changes within yourself that have occurred since you arrived may also assist with getting things in perspective.

MAINTAIN SOME OF THE ROUTINES AND RITUALS YOU MAY HAVE HAD IN YOUR HOME COUNTRY.

This can include small things such as continuing to drink a certain type of coffee or tea or eating specific foods. It may also include maintaining involvement in bigger events such as celebrating a national day in

your country of origin with a group of friends or finding a cultural group related to your home country for support.

KEEP LINES OF COMMUNICATION OPEN WITH THOSE AT HOME.

Communicating with those at home regularly about your experiences of study and life in Australia, through emails, telephones and letters, is vital. Not only does it help to keep you connected with important social supports, it also assists your friends and family to understand your experiences which will smooth the transition when you return home.

SENSE OF HUMOUR

Importantly, remember that living in a different culture means you will inevitably find yourself in a range of unusual and often confusing situations. Being able to laugh in these situations will remind you that it takes time to understand different cultures and that it is OK to make mistakes.

ASK FOR HELP

Don't be afraid to ask for assistance or support if you need it. In addition to the Counselling Service there are many organisations set up on campus to ensure you have a successful and enjoyable time in Australia.

FINALLY, RELAX AND ENJOY THE JOURNEY!

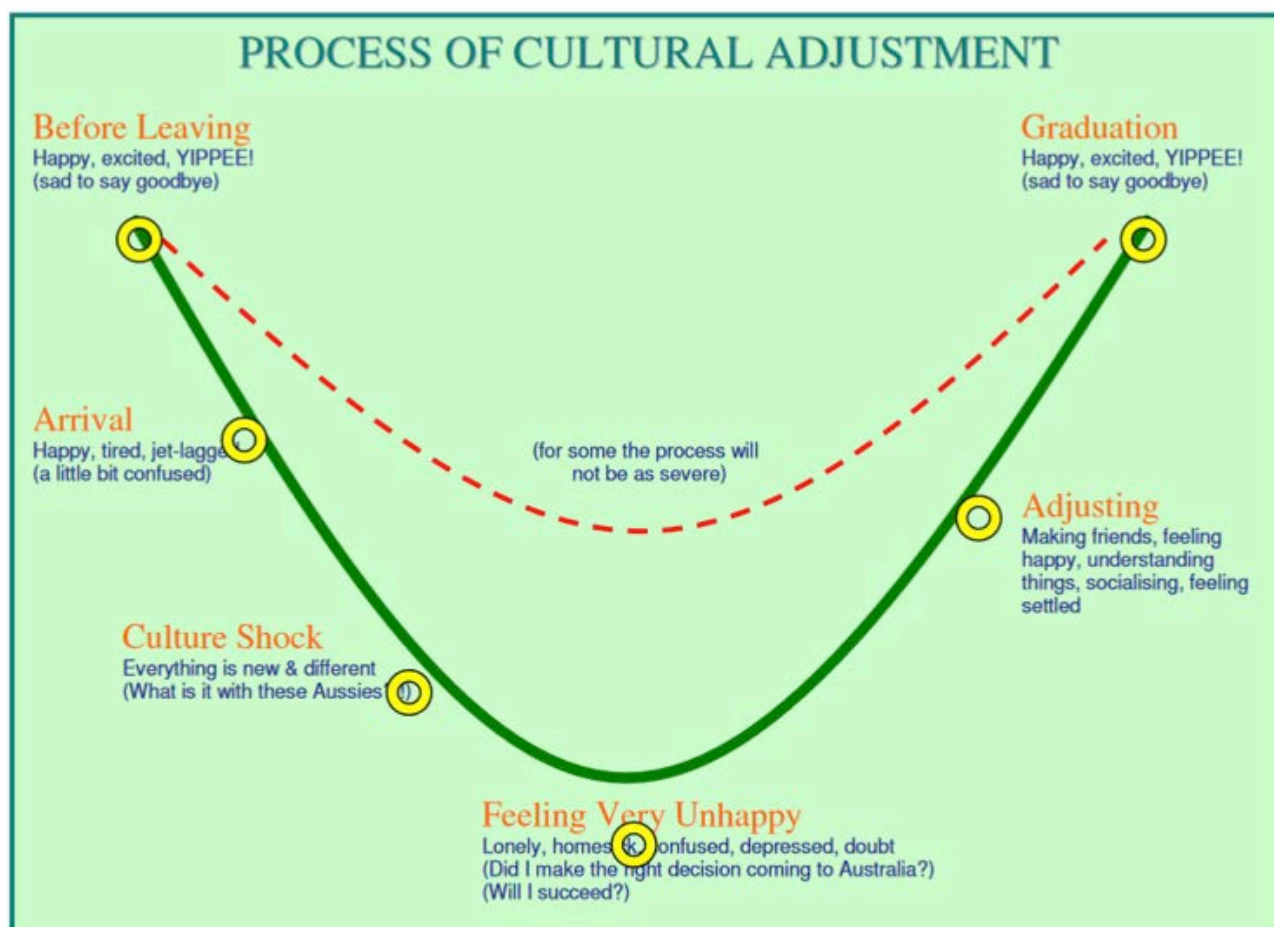
(Source: Macquarie University)

Remember: MIT Office of Student Administration and Experience's professional staff located on Level 2M are here to help you with your transition to life and study in Australia, and eagerly welcome your enquiries.

OVERCOMING CULTURE SHOCK

Once you realise you have culture shock, getting over it and moving on to better adjustment with the host culture will depend on you. It is you who must take some positive steps to feel better, and the sooner you take them, the better!

1. **Recognition:** First, you should remember that culture shock is a normal part of your adjustment and that you may have some of the symptoms. Some of your reactions may not be normal for you; you may be more emotional or more sensitive, or lose your sense of humour. Recognising your culture shock symptoms will help you learn about yourself as you work your way through it.
2. **Be objective:** Second, try to analyse objectively the differences you are finding between your home and your host country. Look for the reasons your host country does things differently. Remember that host customs and norms are (mostly) logical to them, just as your customs and norms at home are logical to you!
3. **Set goals:** Third, set some goals for yourself to redevelop your feeling of control in your life. These should be small tasks that you can accomplish each day. For example, if you do not feel like leaving your room, plan a short activity each day that will get you out. Go to a post office or store to buy something, ride a bus or go to a sports event. If you feel that language is your problem, set daily goals to learn more: study fifteen minutes a day; learn five new words a day; learn one new expression each day; watch a TV program in your new language for 30 minutes. Each goal that you achieve will give you more and more self-confidence that you can cope.
4. **Share your feelings:** Fourth, find local friends who are sympathetic and understanding. Talk to them about your feelings and specific situations. They can help you understand ideas from their cultural point of view.



(Source: Rotary International Youth Exchange)

AUSTRALIAN CULTURE

SOCIAL CUSTOMS

When meeting someone for the first time, it is usual to shake the person's right hand with your right hand. People who do not know each other generally do not kiss or hug when meeting. When you first meet someone, it is polite not to talk about personal matters.

Many Australians look at the eyes of the people they are talking with. They consider this a sign of respect, and an indication that they are listening. Do not stare at the person for a long time.

You can address a new acquaintance using their title and family name. You may use their first name when they ask you to or use it in the introduction. In the workplace and among friends, most Australians tend to be informal and call each other by their first names.

CLOTHING CUSTOMS

The types of clothing that people wear reflect the diversity in our society just as much as the variation in climate. There are no laws or rules on clothing, but you must wear certain clothing for work situations. Most workplaces have dress standards.

Outside of the work situation, clothing is an individual choice; many people dress for comfort, for the social situation or the weather. Clubs, movie theatres and other places require patrons to be in neat, clean clothes and appropriate footwear.

Many Australians live close to the beach and the sea. On hot days, they may wear little clothing on the beach and surrounds. This does not mean that people who dress to go to the beach or swimming have low moral standards. It means that this is what we accept on and near our beaches.

People from other countries can choose to wear their national dress. They may be religious or customary items and include monks' robes, a burqa, a hijab or a turban. As a tolerant society with people from many different cultures, clothing is a part of cultural beliefs and practices that are encouraged.

POLITE BEHAVIOUR

'Please' and 'thank you' are words that are very helpful when dealing with other people, and buying goods or services. When asked if you would like something, like a cup of tea, it is polite to say, 'Yes please', or just 'please' if you would like it, or 'no, thank you' if you do not. When you receive something, it is polite to thank the person by saying 'thank you'. Australians tend to think that people who do not say 'please' or 'thank you' are being rude. Using these words will help in building a good relationship.

Sometimes a sensitive issue may come up in

conversation. Not to talk may seem rude. It is politer to say 'sorry, it is too hard to explain' than to ignore a question.

Australians often say, 'Excuse me' to get a person's attention and 'sorry' if we bump into them. We also say, 'Excuse me' or 'pardon me' if we burp or belch in public or a person's home.

You should always try to be on time for meetings and other visits. If you realise you are going to be late, try to contact the person to let them know. This is very important for visits to professionals as you may be charged money for being late or if you miss the appointment without notifying them before the appointment time.

Most Australians blow their noses into a handkerchief or tissue, not onto the footpath. This is also true for spitting. Many people will also say, 'Bless you' when you sneeze. This phrase has no religious intent.

AUSTRALIAN SLANG

Much common word usage or 'slang' may seem strange to people new to Australia. Slang words start from many different sources. Some words are shortened versions of longer words. Many were expressions already used by migrants who came from the north of England. If you are unsure what an expression means, it is all right to ask the person who said it to explain.

Some common expressions are:

- Bring a plate - when you are invited to a party and asked to 'bring a plate', this means to bring a dish of food to share with your host and other guests. Take the food to the party in any type of dish, not just a plate, and it is usually ready to serve. This is common for communal gatherings such as for school, work or a club. If you are unsure what to bring, you can ask the host.
- BYO - when an invitation to a party says 'BYO', this means 'bring your own' drink. If you do not drink alcohol, it is acceptable to bring juice, soft drink or soda, or water. Some restaurants are BYO. You can bring your own wine to these, although there is usually a charge for providing and cleaning glasses called 'corkage'.
- Arvo - This is short for afternoon. 'Drop by this arvo,' means please come and visit this afternoon.
- Fortnight - This term describes a period of two weeks.
- Barbeque, BBQ, barbie - outdoor cooking, usually of meat or seafood over a grill or hotplate using gas or coals. The host serves the meat with salads and bread rolls. It is common for a guest, when invited to a BBQ, to ask if they should bring anything.

- **Snag** - The raw type sausages usually cooked at a BBQ. They can be made of pork, beef or chicken.
- **Chook** - The term chook means a chicken, usually a hen.
- **Cuppa** - a cup of tea or coffee 'Drop by this arvo for a cuppa' means please come and visit this afternoon for a cup of tea or coffee.
- **Loo or dunny** - These are slang terms for toilet. If you are a guest in someone's house for the first time, it is usually polite to ask permission to use his or her toilet.
'May I use your toilet please?' Some people ask, 'Where's the loo?'
- **Fair dinkum** - honest, the truth. 'Fair dinkum?' when used as a question means, 'is it really true?'
- **To be crook** - to be sick or ill.
- **Flat out** - busy.
- **Shout** - to buy someone a drink. At a bar or a pub when a group of friends meet, it is usual for each person to 'shout a round', meaning buy everybody a drink. Each person takes a turn at buying a 'round'. It is also acceptable to say that you do not drink (alcohol) by saying that you are a 'teetotaler'. This also means you are not obliged to shout.
- **Bloke** - a man. Sometimes if you ask for help, you may get a reply to 'see that bloke over there'.
- **How yak going?** 'How are you going?' means how are you, or how do you do? It does not mean what form of transport you are taking. Sometimes it can sound like 'ow-yak- going-mate'.

host what you cannot eat. It is perfectly OK to say that you are a vegetarian and do not eat meat or that you are Muslim or Jewish and do not eat pork. It is not polite to arrive late and you should make a telephone call to your host to explain if you are going to be late.

- What if I cannot accept an invitation? You may not always be able to accept an invitation. The best way to refuse is to say, 'thank you, unfortunately I/ we have other plans at that time'. To say that you are too busy may seem extremely rude, even if it is true. Once you accept an invitation, you should only cancel if something arises where you cannot go. You should also explain the reason to your host. To cancel because you got a better invitation from somewhere else can seem very rude, and can affect new friendships. Sometimes it is best not to accept an invitation right away and to ask your host whether they would mind if you check your plans and reply to them later.

(Source: Department of Home Affairs)

TIPPING

Tipping is not generally expected or practised in Australia. This is because throughout Australia, service industry staff are covered by minimum wage laws and therefore do not rely on tips for their income. However, it is acceptable to leave a small amount (perhaps 10%) should you feel you have received exceptional service.

RESPONDING TO AN INVITATION

- What could I be invited to? If you get an invitation to lunch, dinner, barbeque, party, wedding, birthday, or any type of event you will usually respond with a letter or phone call. The midday meal is called lunch, and the evening meal is called dinner or 'tea'. 'Tea' can also mean a cup of tea or 'cuppa'. If invited for tea, the time of the event is a good sign of whether your host means dinner or just a cup of tea. An invitation to tea, for any time after 6pm (1800 hours) usually means dinner.
- How are invitations made? Invitations can be written or spoken. Written ones usually ask for RSVP (which is 'Répondez S'il Vous Plaît' in French), and means 'please reply'. You should reply whether you intend to go or not. The invitation will tell you how to reply and when the reply is expected. Your host may be specific about how many people are invited. If your host invites the whole family, you should tell your host how many people would go. Usually a family is the parents and their children.
- What if I do accept an invitation? When you accept an invitation to a meal, it is also usual to tell the

PUBLIC HOLIDAYS AND SPECIAL CELEBRATIONS

Australians hold certain days each year as special days of national meaning. We may recognise the day with a holiday for everyone or we can celebrate the day as a nation with special events. Most States and Territories observe some of the public holidays on the same date. They have others on different dates or have some days that only their State or Territory celebrates. In larger cities, most shops, restaurants and public transport continue to operate on public holidays. In smaller towns, most shops and restaurants close.

NEW YEAR

Australians love to celebrate New Year. There are festivals, celebrations and parties all over the country to welcome in the New Year. Melbourne Harbour and Melbourne Harbour Bridge have become synonymous with New Year celebrations in Australia the fireworks display is considered to be one of the best in the world. 1 January is a public holiday.

AUSTRALIA DAY

Australia Day, 26 January, is the day we as a people and place celebrate our nationhood. The day is a public holiday. The day marks the founding of the first settlement in our nation by European people.

EASTER

Easter commemorates the resurrection (return to life) of Jesus Christ following his death by crucifixion. It is the most significant event of the Christian calendar.

In addition to its religious significance, Easter in Australia is enjoyed as a four-day holiday weekend starting on Good Friday and ending on Easter Monday. This extra-long weekend is an opportunity for Australians to take a mini-holiday, or get together with family and friends. Easter often coincides with school holidays, so many people with school aged children incorporate Easter into a longer family holiday. Easter is the busiest time for domestic air travel in Australia, and a very popular time for gatherings such as weddings and christenings.

Easter Traditions

- **Shrove Tuesday or Pancake Day:** Shrove Tuesday is the last day before Lent. In earlier days there were many foods that observant Christians would not eat during Lent such as meat and fish, eggs, and milky foods. So that no food was wasted, families would have a feast on the Shrove Tuesday, and eat up all the foods that wouldn't last the forty days of Lent without going off.

Pancakes became associated with Shrove Tuesday because they were a dish that could use up perishable foodstuffs such as eggs, fats and milk, with just the addition of flour.

Many Australian groups and communities make and share pancakes on Shrove Tuesday. Selling pancakes

to raise money for charity is also a popular activity.

- **Hot Cross Buns:** Hot cross buns are sweet, spiced buns made with dried fruit and leavened with yeast. A cross, the symbol of Christ, is placed on top of the buns, either with pastry or a simple mixture of flour and water. The buns are traditionally eaten on Good Friday; however, in Australia they are available in bakeries and stores many weeks before Easter.

A recent variation on the traditional fruit bun has become popular in Australia. A chocolate version is made with the same spiced mixture, but cocoa is added to the dough and chocolate chips replace the dried fruit.

- **Easter Eggs:** Eggs, symbolising new life, have long been associated with the Easter festival. Chocolate Easter eggs are a favourite part of Easter in Australia. Some families and community groups organise Easter egg hunts for children in parks and recreational areas. Easter eggs are traditionally eaten on Easter Sunday, however stores start stocking Easter treats well before the Easter holiday period.
- **The Easter Bunny:** Early on Easter Sunday morning, the Easter Bunny 'delivers' chocolate Easter eggs to children in Australia, as he does in many parts of the world.

The rabbit and the hare have long been associated with fertility, and have therefore been associated with spring and spring festivals. The rabbit as a symbol of Easter seems to have originated in Germany where it was first recorded in writings in the 16th century. The first edible Easter bunnies, made from sugared pastry, were made in Germany in the 19th century.

ANZAC DAY

Anzac Day is on April 25 the day the Australian and New Zealand Army Corps (ANZAC) landed at Gallipoli in Turkey in 1915 during World War I. This day is set apart to hold dear the memory of those who fought for our nation and those who lost their life to war. The day is a public holiday. We remember with ceremonies, wreath laying and military parades. You will find that many towns have an ANZAC Day parade and ceremony culminating in the laying of memorial wreaths at a monument or war memorial. These services can be very moving and a wonderful way of experiencing some Australian

national pride, as the memories of our fallen soldiers are commemorated. Many Australians attend the National War Memorial in Canberra, or a War Memorial in one of the Capital Cities around Australia for either the traditional “Dawn Service”, which commemorates the landing of the ANZACS at Gallipoli in the dark and dawning of that day, or another service usually commencing around mid-morning with a parade of returned armed forces representing all Australians who have fought in war. As Australia is such a multicultural country, these days it is common to see many other countries also represented in these parades.

ANZAC Day is the only day of the year where it may also be possible to attend an RSL (Returned Servicemen’s League) Club to experience a traditional game of “Two-Up”. A game of chance played by the ANZACS where money is waged on the toss of three coins for a resulting combination of two out of three being either heads or tails. RSL clubs are crammed with returned soldiers and their families and friends on this day. The atmosphere is one of “mateship” and friendliness to all and the experience of a game of two-up is a memorable one.

LABOUR DAY

Labour Day is celebrated on different dates throughout Australia. As elsewhere in the world, Labour Day originated in Australia as a means of giving ‘working people’ a day off and recognising the roots of trade unionist movements and workers’ rights.

KING’S BIRTHDAY

The King’s Birthday holiday celebrates the birthday of King Charles III who is not only King of the United Kingdom but also King of Australia, where the King’s Birthday is a public holiday celebrated on a Monday but on different dates. Having the King’s Birthday on a Monday, results in a three-day long weekend.

AFL GRAND FINAL DAY (VIC ONLY)

AFL Grand Final is a public holiday. It is a day off for the general population. Schools and most businesses are closed on this day.

MELBOURNE CUP DAY

The Melbourne Cup is a 3,200 metre international horse race run on the first Tuesday of November each year attracting the finest racehorses from around the world. Known as the “race that stops a Nation” due to a Public Holiday being declared in metropolitan Melbourne in its home State of Victoria, and most of the nation whether at work, school or home, stopping to watch the race broadcast on television. In other places, and mainly in the workplace, many people have a celebratory “Cup Day Breakfast”, lunch, party or BBQ to celebrate Melbourne Cup. It is traditional to run a “Cup Sweep” where everyone wagers an amount per horse to create a total prize pool. The names of the horses entering the race are drawn and matched randomly, one by one to the list of people wagering money. After the race is won, the prize pool is divided into amounts for first, second,

and third and usually a small amount for last place, or horses scratched due to injury just before the race. The Melbourne Cup forms part of the “Spring Racing Carnival” which attracts celebrities from around the world. Women dress in their best outfits; hats are definitely the order of any day, gentlemen in suits of all sorts, and assorted other costumes. It’s a very colourful time to be in Melbourne.

CHRISTMAS

Christmas is celebrated in Australia on 25 December. Christmas is the celebration of the birth of Jesus Christ. Christians believe that Jesus is ‘the son of God’, the Messiah sent from Heaven to save the world.

The heat of early summer in Australia has an impact on the way that Australians celebrate Christmas and our English heritage also has an impact on some northern hemisphere Christmas traditions which are followed.

In the weeks leading up to Christmas houses are decorated; greetings cards sent out; carols sung; Christmas trees installed in homes, schools and public places; and children delight in anticipating a visit from Santa Claus. On Christmas Day, family and friends gather to exchange gifts and enjoy special Christmas food. Australians are as likely to eat freshly caught seafood outdoors at a BBQ, as to have a traditional roast dinner around a dining table.

Many Australians spend Christmas out of doors, going to the beach for the day, or heading to camping grounds for a longer break over the

Christmas holiday period. There are often places which have developed an international reputation for overseas visitors to spend Christmas Day in Australia. One such example is for visitors who are in Melbourne at Christmas time to go to Bondi Beach where up to 40,000 people visit on Christmas Day.

Carols by Candlelight events have become a huge Christmas tradition in Australia. Carols by Candlelight events today range from huge gatherings, which are televised live throughout the country, to smaller local community and church events.

Christmas in Australia is also associated with two major sporting events:

- The Boxing Day Test: 26 December is the opening day of the traditional ‘Boxing Day Test’ at the MCG (Melbourne Cricket Ground) between the Australian Cricket Team and an international touring side. It is the most anticipated cricket match each year in world cricket, and tickets are usually sold out months in advance.
- The Melbourne to Hobart Yacht Race: the “Melbourne-to-Hobart” is Australia’s most prestigious yachting race and on the calendar of international yacht racing, and begins 26 December in beautiful Melbourne Harbour.

(Source: Australian Government – Culture and Recreation Portal)

BOXING DAY

Boxing Day is celebrated in many countries around the world including Australia. Australian families celebrate this day by spending their time together at home having barbeques with their friends, spending at Big Boxing Day Sale, attending or watching Boxing Day Test cricket match, and attending or watching the Rolex Sydney Hobart Yacht Race.

Why is it called Boxing Day?

There are various theories why it is called 'Boxing Day':

1. One theory is that this name came from British in 1830s that signifies the first date of postal services opening after Christmas holiday.
2. The name 'Boxing Day' refers to charity collection that came from Britain's tradition with charity collections being collected in a box.
3. As part of British custom, trades people would collect their 'Christmas boxes' as special thanks for their services after Christmas day.
4. The name came from wealthy European families giving their Staff their Christmas boxes after Christmas.

(Source: Insider Guides- Adelaide, South Australia)

SOCIAL AND CULTURAL EVENTS AND ORGANISATIONS IN MELBOURNE



SPORTS AND ENTERTAINMENT

Melbourne is known for its huge sporting scene. Every year, Melbourne (and the rest of Australia) plays host to a variety of international events, including the Australian Open. Local sports are also huge, such as the Australian Football League (AFL). Melbourne is known as the sporting capital of Australia!

Melbourne is also a cultural hub, which has a variety of artistic, musical, and theatrical experiences on offer. The National Gallery of Victoria features regular FREE exhibits for everyone.

For more events and Activities around Melbourne:

<https://whatson.melbourne.vic.gov.au>

<https://www.weekendnotes.com/>

<https://www.timeout.com/melbourne>

CLUBS AND ORGANISATIONS

There are plenty of student clubs and societies which are available to students across Australia. In particular, a variety of student organisations exist which aim to benefit your experience studying. For example, CPA Australia looks at helping Accounting students get marketability and experience in that field. A list can be seen below;

CPA Australia (Accounting student association)

www.cpaaustralia.com.au

Engineers Australia (Engineering professional association)

www.engineersaustralia.org.au

Australian Institute of Marketing (Marketing professional association)

www.ami.org.au

Australian Computer Society (Professional association for computing/IT students)

www.acs.org.au

EATING OUT

Melbourne is also a foodies dream! There are so many exciting places to eat in the heart of Melbourne. There are also a variety of laneway cafes, as coffee is one of the best exports Australia and in particular Melbourne has to offer. You can find what's good to eat near you by accessing the following website:

<https://www.zomato.com/melbourne>

<https://www.yelp.com/>

SUPPORT GROUPS

There are many religious and ethnic community groups based in metropolitan Melbourne. For a complete listing of community organisations, we refer you to the following website directory:

<https://www.multicultural.vic.gov.au/resources/community-directory>

In addition, MIT also have specific policies which include general information on computer and online safety and security. For more information, refer to the MIT User Account, Email and Internet Guidelines and MIT's Social Media Policy.

HOME FIRE SAFETY

International students are increasingly appearing in statistics related to fire incidents and deaths in Australia. Sadly, most of these fires are preventable. You can take some simple steps to reduce the risk of fire in your accommodation.

Follow the fire safety tips below to help you reduce the chance of fire in your accommodation:

SMOKE ALARMS

When you are sleeping you cannot smell smoke. Smoke alarms save lives. They wake you and alert you to the danger from smoke and fire. You **MUST** have a smoke alarm where you live, it is the law. All homes must have a smoke alarm on each level. Landlords are legally responsible for installation of alarms in rental properties. Tenants are responsible for testing and maintaining alarms. If you live in a house or flat there must be a smoke alarm outside your bedroom.

Look after your smoke alarm, it can save your life.

- Test your smoke alarm monthly by pressing the test button.
- DON'T remove the battery
- DON'T take the smoke alarm down
- DON'T cover the smoke alarm
- Replace the battery in your smoke alarm yearly.
- Regularly vacuum over and around your smoke alarm to remove dust and debris to keep it clean.
- If there is no smoke alarm or it does not work report it to your landlord.

ELECTRICITY

The safe use of electricity assists in preventing house fires.

- Improper use of power boards and double adaptors can lead to fires. A double adaptor or a power board plugged into another double adaptor or power board creates a danger of overloading the system. For safety, use a single extension cord rather than joining shorter cords. Leaving an extension cord coiled while in use or placing a cord under floor coverings can cause overheating.
- Be careful to keep electrical appliances away from water.
A hair dryer takes time to cool down. For safety, allow this to happen on an inflammable surface before storing it.
- Computers, monitors and TVs can overheat and cause fires even when not in use. They should be turned off after each session. Good air circulation is necessary around TVs and videos. TVs should be turned off at the set, not only with the remote control.
- Light globes can become very hot. It is dangerous to cover a lamp with any type of fabric. To dim a lamp, it is recommended that a lower wattage globe is used.

HEATERS

It's nice to keep yourself warm in the cooler weather, but remember heaters are a major cause of house fires.

- Read and follow the operating instructions for your heater. All clothes and curtains should be at least one metre from the heater
- Turn off all heaters before you leave your room or go to bed
- Before you go to bed at night or leave your home, ensure heaters are turned off at their power source and fires are extinguished

CANDLES, OIL BURNERS AND CIGARETTES

Candles, oil burners and cigarettes can all be dangerous fire hazards.

- Do not smoke in bed
- Dampen cigarette butts before putting them in the rubbish.
- Make sure your candles are on properly designed candle holders
- Don't leave your room when a candle or oil burner is alight
- Don't go to sleep when a candle or oil burner is alight
- Do not put candles or oil burners near windows; be careful, curtains can catch fire easily

COOKING

Most house fires start in the kitchen.

- Prepare food only in the kitchen
- Always stay in the kitchen while food is cooking
- Hot oils and fats catch fire easily
 - DO NOT use water to put out an oil fire
 - Use a dry powder extinguisher, fire blanket or saucepan lid to extinguish, "If Safe to Do So"
- Turn off the cooking appliance before you leave the room or go to bed

PLAN YOUR ESCAPE

In a Fire:

1. Get down on the floor. Crawl to the door
2. Get out of your room
3. Close the door. This prevents smoke and fire from spreading
4. Alert others
5. When outside stay out
6. **Call 000.**

SUN SAFETY

Australia has the highest rate of skin cancer in the world. In fact, one in every two Australians will be diagnosed with skin cancer at some point during their lifetime. The good news is; it can be prevented. By minimising your exposure to the sun's damaging ultraviolet radiation (UVR), you can protect your skin and prevent the development of skin cancer.

SUN PROTECTION

Skin cancer and skin damage are caused by being exposed to the sun's harmful ultraviolet radiation (UVR). The key to preventing skin cancer is to protect your skin from the sun by practising sun safe behaviours.

There are six simple steps you can follow to reduce your risk of skin cancer and protect your skin:

1. Minimise your time in the sun between 10am and 3pm
2. Seek shade
3. Wear suitable clothing that provides good sun protection
4. Choose a broad brim, legionnaire-style or bucket-style hat that will protect your face, neck and ears
5. Wear UV protective sunglasses
6. Apply SPF 50+ broad spectrum, water-resistant sunscreen 20 minutes before you go out into the sun.



BEACH SAFETY

Understanding the ocean is very important - the more you know about how waves, wind and tides affect conditions in the water, the better able you are to keep yourself safe, or even rescue others, from danger. Recognising danger signs and awareness of surf conditions is an essential part of lifesaving.

Remember the F-L-A-G-S and Stay Safe

F Find the flags and swim between them - the red and yellow flags mark the safest place to swim at the beach

L Look at the safety signs - they help you identify potential dangers and daily conditions at the beach

A Ask a surf lifesaver for some good advice - surf conditions can change quickly so talk to a surf lifesaver or lifeguard before entering the water

G Get a friend to swim with you - so you can look out for each other's safety and get help if needed. Children should always be supervised by an adult

S Stick your hand up for help - if you get into trouble in the water, stay calm, and raise your arm to signal for help. Float with a current or rip - don't try and swim against it

AND REMEMBER

- Never swim at unpatrolled beaches
- Never swim at night
- Never swim under the influence of alcohol
- Never run and dive into the water
- Never swim directly after a meal

THE SURF ENVIRONMENT - RIPS

A rip is a strong current running out to sea. Rips are the cause of most rescues performed at beaches. A rip usually occurs when a channel forms between the shore and a sandbar, and large waves have built up water which then returns to sea, causing a drag effect. The larger the surf the stronger the rip. Rips are dangerous as they can carry a weak or tired swimmer out into deep water.

Identifying a Rip

The following features will alert you to the presence of a rip:

- darker colour, indicating deeper water
- murky brown water caused by sand stirred up off the bottom
- smoother surface with much smaller waves, alongside white water (broken waves)
- waves breaking further out to sea on both sides of the rip
- debris floating out to sea
- a rippled look, when the water around is generally calm

SURF SKILLS - ESCAPING FROM A RIP

If you are caught in a rip:

- Don't panic – stay calm
- If you are a strong swimmer, swim at a 45-degree angle across the rip and in the same direction as the current until you reach the breaking wave zone, then return to shore
- If you are a weak or tired swimmer, float with the current, don't fight it. Swim parallel to the shore for about 30 – 40metre until you reach the breaking wave zone, then swim back to shore or signal for help
- Remember to stay calm and conserve your energy

NEGOTIATING THE SURF

Before entering the surf, always make note of a landmark such as a building or headland that can be seen from the water and used as a guide for maintaining a fixed position. Also check the depth of any gutter and the height of any sandbank before diving under waves – this will help prevent spinal injury.

When going out through the surf, negotiate the shallows by a high hurdle type of stride until the breakers reach your waist or until your progress is slowed.

Waves of any size and force should not be fought against and should be negotiated by diving underneath, giving you time to reach the bottom and lie as flat as possible on the sand while the wave passes over.

Your hands can be dug into the sand in front at arm's length for stability and as a pull forward when ready to surface.

If the water is deep enough, bring your knees up under your body so you can get a good push off the bottom, like an uncoiling spring. This gives added force to your next dive. Repeat this process until in chest-deep water, and then start swimming.

If a broken wave approaches when the water is not too deep, dive down and run or crawl along the bottom. In deep water, do not use extra energy trying to reach the bottom; instead duck-dive to just below the turbulence. Wait for the wash to pass and then push or kick to the surface (off the bottom, if possible).

Stick to your predetermined path on the swim out.

Check your position by occasionally raising your head for a quick look when swimming on top of a swell.

(Source: Surf Lifesaving Australia)

If this all seems too hard to remember, look for a surf familiarisation course, or ask the life-savers patrolling the beach for current local advice before entering the water.



BUSH AND OUTBACK SAFETY

Australia has many extraordinary and beautiful places to explore. If you are going on a trip, travel with other people, make sure someone knows where you are at all times and stay on a road or a walking track.

IN THE BUSH

Be prepared if you plan some time in our bushland. Plan your hike. Always tell someone where you are going and what time you expect to return. Let them know when you return safely.

- Check the weather forecast and be prepared for unexpected changes in weather
- Check the length and degree of difficulty of your planned walk. Consider using a local guide when taking long or difficult walks
- When walking or exploring outdoors drink plenty of water (allow at least one litre of water per hour of walking). Wear sturdy shoes and socks, a hat, sunscreen lotion, comfortable clothing and insect repellent. Other handy items for long bushwalks include food, warm clothing, first aid supplies, a torch and a map
- Never walk alone. Read maps and signs carefully. Stay on the track and stay behind safety barriers
- Never dive into a rock-pool, creek, lake or river. Stay away from cliff edges and waterfalls
- Do not feed or play with native animals. You might get bitten or scratched
- Limit your use of fire. Use a fuel stove for cooking and wear thermal clothing to keep warm. Never leave fires unattended or unconfined
- Visit the ranger station or park information centre to obtain details on the best places to visit and any additional safety tips for that park

ADVICE FOR MOTORISTS CAUGHT IN BUSH FIRES

Bush fires are common occurrences in Australia during our often long hot summers. If you are in smoke and fire-affected areas, you should stay off the roads. If you must get in the car, put your headlights on, dress in protective clothing and footwear and make sure you take food and water – you could be stuck for long periods if your journey is blocked by road closures. Turn the car radio on and keep it tuned to local stations for bushfire updates

- If you are caught in the middle of a bush fire, park the car immediately and remain calm.
- Look for a clear area, preferably off the road. Areas clear of grass or bush are safest - they will not sustain fires of high intensity.
- Do not leave the vehicle. Many people have lost their lives by exiting the vehicle only to be trapped on foot in the open. Your vehicle will help protect you from radiant heat, the chief danger.
- Switch the ignition off. It is unlikely that a vehicle's fuel tank will explode from the heat of a passing bush or grass fire.
- Close all windows and vents or turn vents to recycle.
- Put the headlights on so that the car is as visible as possible, especially to fire tankers.
- Everyone must get down on the floor, below window height and cover all exposed skin with a wool or cotton blanket. Do not use synthetics, which may give off toxic vapours or melt.
- Stay in the vehicle until the fire front has passed. Generally, this will take between 30 seconds and one minute. During this time, it will be hot, noisy and frightening. It will last a short time even though it may seem longer.
- If you have water, drink it.
- Never attempt to drive through smoke or flame. Crashes can occur when drivers run off the road, striking trees or other cars.
- Once the fire front has passed, exit the vehicle and inspect it for damage before proceeding.
- Do not proceed until you are satisfied that the fire has passed and that you are not likely to be trapped a second time.
- Falling trees and branches are a hazard during and after intense fires. Do not park or drive under trees.
- Exit the area as quickly as possible. Remember fire vehicles may be trying to enter the area and your presence may hinder firefighting operations.

(Source: NRMA)

IN THE OUTBACK

Australia's outback is vast. Our remote wilderness areas have few towns and facilities, often with large distances between them, so be aware and plan your trip.

- When planning each day of travel spend some time to calculate how long it will take to drive between destinations. Be realistic about how far you can drive in a day.
- Inform family and friends or the local police of your travel plans. The local police can also provide helpful advice on facilities and road conditions.
- Always carry a current road map.
- Make sure your vehicle is in good working order and has been serviced recently.
- Use a four-wheel drive vehicle on unsealed roads in remote areas. Take extra care when driving these vehicles. For example, drive at reduced speeds on unsealed roads.
- Always carry a spare tyre, tools and water. If travelling to remote areas off major highways take extra food, water, fuel and tyres. Do not overload your vehicle and never carry spare fuel inside an enclosed vehicle.
- If you have trouble with your vehicle, don't leave your vehicle because it will provide you with shade and protection from the heat. Wait for help to come to you.
- Hire appropriate emergency communication equipment, such as a satellite phone or an Emergency Position Indicating Radio Beacon device (EPIRB).
- Obey road closure signs and stay on recognised routes.
- Fires in desert and bush areas can spread very quickly. If required, be prepared to evacuate the area immediately.
- Australian wildlife and livestock often graze on the roadside and can stray onto the road. Be very careful when driving at sunrise, sunset and at night, when animals are most active. If an animal crosses in front of you brake gently, do not swerve wildly to avoid it.
- During daylight hours always drive with your headlights on low beam, as outback conditions can make it difficult to see oncoming vehicles.

(Source: visitvictoria.com)

STORM SAFETY

Storms can happen anywhere and at any time of the year. Storms are more common during storm season – from October to the end of April, but it is important to be aware all year round.



Severe storms can cause major damage. They may be accompanied by torrential rain, strong winds, large hailstones, loud thunder and lightning. Storms can cause flash flooding, sunroof buildings, and damage trees and power lines.

You can also be indirectly affected by storms even if your property is not damaged; such as losing power, or access roads being cut.

The SES is responsible for managing the clean-up and helping people during and after a storm.

During a storm, there are some things you can do to stay safe:

- Stay indoors and away from windows.
- Unplug sensitive electrical devices like computers, televisions and video recorders.
- Listen to your radio for weather updates.
- Don't use a landline telephone during an electrical storm

If you are caught outside during storm

- Get inside a vehicle or building if possible.
- If no shelter is available, crouch down, with your feet close together and head tucked in.
- If in a group – spread out, keeping people several metres apart.



(Image Source: [Wikipedia](#))

DANGEROUS ANIMALS AND PLANTS

Australia is home to a variety of native animals. Even if they seem friendly to you, do not touch or feed them - they are not used to close contact with humans and may hurt you

If you are visiting any of Australia's beautiful parks or forests:

- Be wary of animals in their natural habitat. Stay well back from goannas, crocodiles, snakes, dingoes, cassowaries, and also wild pigs, cattle, horses and buffaloes. People have been seriously injured or killed by wild animals. Be very careful about approaching any injured animal, such as kangaroos or possums. They are likely to bite and scratch if you attempt to touch or move them.
- Never feed or play with wildlife. Native animals are by nature timid, however, having been provided food from people, may become aggressive in pursuit of food. You may get bitten or scratched. In addition, human foods may be harmful to native animals.

BITES AND STINGS

The majority of insects in Australia are not harmful to humans. Some insects bite and sting (if they are threatened) so it is best to avoid touching them if you want to avoid being stung or bitten.

The Australia-wide Poisons Information Centres have a common telephone number:

131 126.

Some people are allergic to certain insect bites or venom. In the case of an allergic reaction to bites or stings, medical attention should be sought immediately. Call a doctor or hospital for guidance, or **000**.



ANAPHYLAXIS – ALLERGIC REACTIONS

Anaphylaxis is a severe allergic reaction that can occur in sensitive individuals from exposure to any chemicals foreign to the body, including bites and stings, plants, or medications. Parts of the body, for example the face or throat swell up so much that the patient can't breathe. In severe cases the patient may go into shock within a few minutes and the heart can stop. For any patient who shows signs of anaphylaxis, call 000 for an ambulance, and have the patient taken immediately to the emergency department of the nearest hospital.

GENERAL FIRST AID FOR BITES AND STINGS

For bites or stings from these creatures seek first aid assistance straight away, stay calm, and as immobile as possible.

- all species of Australian snakes, including sea snakes
- funnel-web spiders
- blue-ringed octopus
- cone shell stings

For all other bites and stings:

- Seek or apply basic first aid
- Wash with soap and water and apply an antiseptic if available
- Ensure that the patient's tetanus vaccination is up to date.
- Apply an ice-pack to reduce local pain and swelling
- Pain relief may be required e.g. paracetamol or an antihistamine (to reduce swelling, redness and itch) and
- The patient should seek medical advice if they develop any other symptoms or signs of infection

<http://conditions.health.qld.gov.au/HealthCondition/condition/1/35/197/bites-and-stings>

(Source Queensland Health)

