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Sydney Institute of
Traditional Chinese Medicine
Higher Education
Prospectus
2025
Explore your future.

Contents

Campus	5
Bachelor of Traditional Chinese Medicine	6
Credit for Prior Learning	11
Admission Requirements	12
Tuition Fees	15
Fee Information	16
How to Apply	18
Student Rights and Responsibilities	19

Academic Calendar 2025

SEMESTER 1	
Orientation	3 February
Semester 1 begins	10 February
Census date	7 March
Mid-semester break	18 - 24 April
Semester 1 resumes	25 April
Study vacation	26 May to 1 June
Examinations	2 - 8 June
SEMESTER 2	
Semester 2 begins	4 August
Census date	29 August
Mid-semester break	29 September to 5 October
Semester 2 resumes	6 October
Study vacation	17 - 23 November
Examinations	24 November to 7 December

Sydney Institute of Traditional Chinese Medicine

Welcome

Thank you for your interest in choosing the Sydney Institute of Traditional Chinese Medicine (SITCM) for your education. On behalf of SITCM, I warmly welcome you to our learning community.

SITCM was established in 1989 to educate, promote and unlock the power of traditional Chinese medicine (TCM) by delivering quality accredited education. Throughout its long history, SITCM has played a significant role in advancing the informed and ethical practice of Chinese medicine in Australia.

In 2012, SITCM was registered as a higher education provider and commenced delivery of a four-year Bachelor's degree in traditional TCM. This degree provides a comprehensive foundation in the theory and practice of TCM, including acupuncture, Chinese herbal medicine, Chinese herbal dispensing, biomedical sciences, and a professional Chinese medicine practitioner's role in Australian healthcare.

The Bachelor of Traditional Chinese Medicine focuses on clinical practice to ensure that graduates are fully equipped to practice as qualified, professional and ethical TCM practitioners in acupuncture, Chinese herbal medicine and herbal dispensary within the framework of the national healthcare system.

I take this opportunity to wish you every success with your undergraduate studies, and I sincerely hope that your time at SITCM is both rewarding and enjoyable.

Jian Jiang

Dean

Mission, Vision and Values

*The **Mission** of SITCM is to empower the next generation of TCM practitioners through collaborative learning with healthcare professionals.*

*The **Vision** of SITCM is to be the leading educational hub of Australia's TCM sector.*

*The **Values** of SITCM are service, respect, integrity and community.*

Why us?

What makes SITCM a great choice?

1. Traditional Chinese Medicine (TCM) is our passion - we have been practitioner-owned ever since we opened our doors in 1989.
2. Our smaller size allows us to offer a personalised, student-centred learning experience.
3. Most of our enrolments come from referral and recommendation.
4. Our courses are practical - all students apply their learning at our thriving clinic in Chinatown.
5. Our teachers bring vast industry experience as TCM practitioners.
6. Our students can take a study tour to China during their degree.
7. Our Bachelor of TCM is fully accredited by the CMBA in all 3 divisions (Acupuncture, Herbal Dispensing and Herbal Medicine).

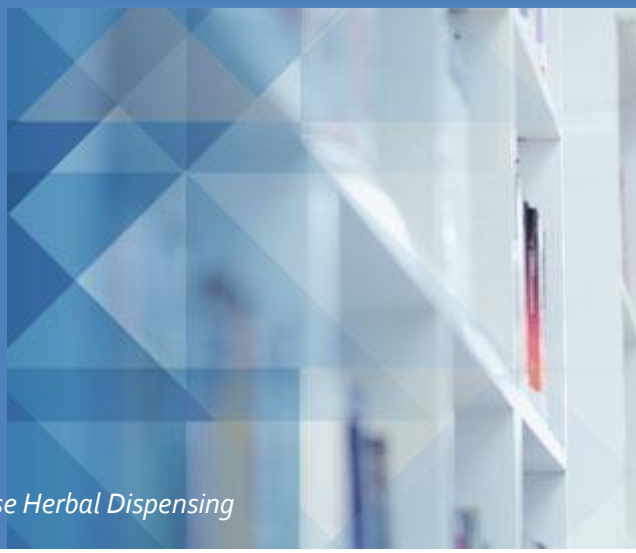
SITCM Campus

The SITCM Campus is located at 25-29 Dixon Street, Haymarket (Levels 5, 6 and 7).

SITCM Campus houses the following teaching and learning infrastructure to ensure that students achieve the expected learning outcomes of their course of study:

- Lecture rooms on Levels 5, 6 and 7
- The SITCM Teaching Clinic on Level 5
- Dedicated acupuncture and herbal processing rooms on Level 5
- The SITCM Library on Level 6
- A student lounge on Level 6
- Student recreation rooms on Levels 5 and 7
- A computer lab on Level 7

Bachelor of Traditional Chinese Medicine



Covers Modalities of Acupuncture, Chinese Herbal Medicine & Chinese Herbal Dispensing

The Bachelor of Traditional Chinese Medicine (BTCM) is a four-year undergraduate degree in the discipline of Traditional Chinese Medicine (TCM). The course provides students with a comprehensive foundation in the theory and practice of traditional Chinese Medicine including acupuncture, Chinese herbal medicine, Chinese herbal dispensing, biomedical sciences, and the role of a professional Chinese medicine practitioner in the Australian healthcare system.

This course is recognised in the Australian Qualifications Framework, and is approved by the Chinese Medicine Board of Australia (CMBA) in all three divisions of registration: Acupuncture, Chinese Herbal Medicine and Chinese Herbal Dispensing.

Course Learning Outcomes

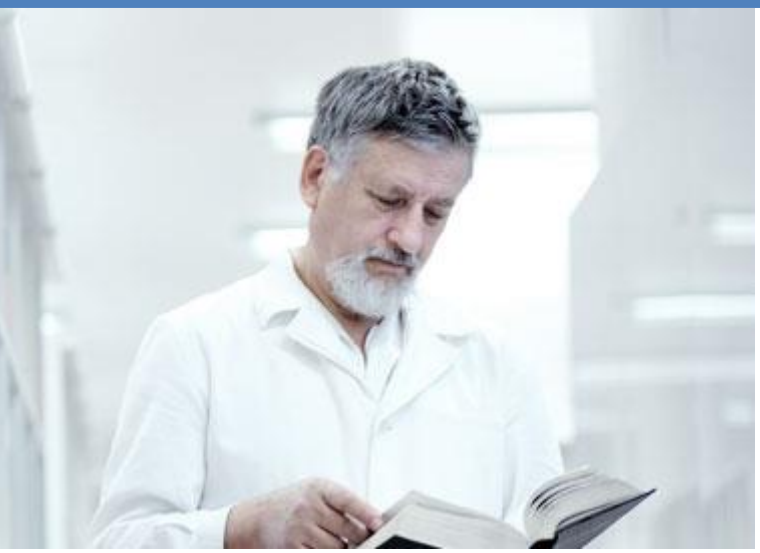
At the conclusion of the BTCM, graduates will be able to:

1. Demonstrate a broad understanding of the theories and principles of TCM, including acupuncture, Chinese herbal medicine and Chinese herbal dispensing.
2. Critically review and analyse, consolidate, and synthesise relevant TCM knowledge, ethics, and professional standards .
3. Apply and adapt knowledge and skills appropriate to the safe delivery of TCM.
4. Exercise critical thinking and informed judgment in identifying health problems, planning, and applying appropriate TCM treatments.
5. Utilise appropriate and effective communication skills when engaging with clients, and other healthcare professionals.
6. Demonstrate capacity for continuing professional development as a TCM practitioner.

Graduate Attributes

As a BTCM graduate, you will be able to demonstrate the following attributes:

1. A broad, coherent, and integrated knowledge of TCM.
2. Effective communication, cultural safety competency, and teamwork skills.
3. Problem-solving, critical and innovative thinking.
4. Aptitude for intellectual inquiry through evidence-based research and literacy.
5. Capacity for ongoing professional development and lifelong learning.
6. Legal, ethical, and professional conduct in the practice of TCM.



Career Opportunities

The BTCM is accredited by the Australian Health Practitioner Regulation Agency (AHPRA) and graduates are eligible for professional registration.

Graduates of the course frequently enter private practice as primary practitioners and will possess knowledge and understanding of a range of modalities of Chinese medicine including acupuncture, Chinese herbal medicine and Chinese medicine dispensing. In order to do so, graduates are required to register with CMBA. Registration also allows practitioners to use professional titles of Chinese medicine practitioner, acupuncturist, Chinese herbal practitioner, oriental Chinese medicine practitioner and Chinese herbal dispenser in Australia.

SITCM expects that some graduates will become TCM practitioners either self-employed in private practice or as a member of a team in a clinic that offers a range of therapies. Graduates may undertake Chinese medicine research, become involved in education, product development, management and sales roles in pharmaceutical and herbal companies, provide healthcare advice and consultancy online, or practice in hospitals, community health centres and other healthcare agencies.

As primary healthcare practitioners, graduates will be competent in the practice of Chinese medicine and conversant with the legal responsibilities, ethics, and standards of Australian health professionals generally. Graduates will be familiar with the Australian healthcare system in order to make appropriate referrals and to use the system in the interests of patients.

Indicative Estimated Annual Enrolment

The indicative estimated annual enrolment for the BTCM in 2025 is 40 students (based on 2024 enrolments), with SITCM students generally being of diverse ages, ethnicities and academic backgrounds.

Course Overview

The Bachelor of Traditional Chinese Medicine consists of six subject areas that are described below.

♦ THEORETICAL PARADIGMS

The BTCM provides students with education in the theoretical paradigms of traditional Chinese medicine including its terminology, history, theoretical orientation, principles and diagnosis. These studies will provide a firm understanding of the theory of Chinese medicine and will develop students' practical skills in collecting and interpreting information in a clinical setting.

♦ BIOMEDICAL SCIENCES

Students will study basic and biomedical sciences such as anatomy, biochemistry, histology, physiology, pathophysiology, microbiology, pathology, clinical diagnosis and pharmacology in western medicine. These studies aim to provide an understanding and appreciation of the theoretical background of modern biomedicine in order to establish a common ground for communication with the Australian healthcare system to enable practitioners to interpret the biomedical viewpoint, and to encourage the application of scientific knowledge in clinical practice.

♦ CHINESE HERBAL MEDICINE & ACUPUNCTURE

Students will study the full range of modalities of Chinese medicine which provide an understanding of the theoretical aspects specific to acupuncture and Chinese herbal medicine/ dispensing, including compliance with herbal restrictions under the SUSMP and CITES, as well as practical training in the safe application of these therapeutic methods. Students will study classical Chinese medicine literature to provide an understanding and appreciation of the sources of many of the concepts and therapeutic approaches used in contemporary Chinese medicine.

♦ CLINICAL STUDIES

Clinical Chinese medicine studies will provide a foundation in TCM internal medicine, TCM traumatology, TCM gynaecology, TCM paediatrics and dermatology. This will provide students with theoretical and practical skills in the diagnosis, differentiation and clinical management of a wide range of health disorders using acupuncture and Chinese herbal medicine.

♦ CLINICAL TRAINING

Clinical studies provide practical training in the application of Chinese medicine and biomedicine theories for the management of a wide range of health disorders using acupuncture and Chinese herbal medicine, as well as in the operation of a Chinese medicine clinic or dispensary. Students will develop an understanding of their role in the health system and develop approaches to provide collaborative interprofessional care. We provide approximately equal clinical training in acupuncture and in Chinese herbal medicine/dispensing.

There are five levels of clinical skills that students gain as they progress through the course. Each level is aligned to clinical coursework units delivered in the BTCM.

The minimum hours required for each clinical level are described in the table below.

	Year One		Year Two		Year Three		Year Four		Hours
Semester	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	
Level 1: Beginner		30							**30**
Level 2: Observer			50	70					**120**
Level 3: Clinic assistant					100	100			**200**
Level 4: Student practitioner							250		**250**
Level 5: Intern practitioner								300	**300**
								Total	**900**

♦ PROFESSIONAL & PRACTICE ISSUES

In an integrated manner and throughout the duration of the course, students will study professional and practice issues that include ethics, communication and collaboration, the legislative framework and legal responsibilities, practice management, quality and risk management, first aid, and evidence-based research. This will assist students in a range of areas needed for the effective operation of an independent practice in Chinese medicine and in their ongoing professional development. This aspect of the course is integrated systematically throughout the teaching and learning process to assist in the development of the professional capabilities required by Chinese Medicine Board of Australia to enable graduates to operate a successful and safe private practice.

Students will also learn the importance of cultural safety. This will involve each student developing an understanding of their own culture, values, attitudes, assumptions and beliefs so as to become aware of their racial discourses and unconscious bias.

Graduates will be expected to demonstrate humane and ethical behaviour in their professional life and respect for diversity within the wider Australian community. Graduates will be aware of the need for ongoing professional development and possess critical literature appraisal skills to enable them to undertake postgraduate studies.

Course Structure & Sequence

	Unit Code	Unit Title	Credit Points	Contact Hours				Pre-requisites
				Lecture	Tutorial	Clinical	Total	
Year 1	**Semester 1**							
	HMS101	Human Anatomy 1	10	28	28		56	-
	HMS112	Histology & Physiology	10	28	28		56	-
	TCM113	Fundamental Theory of TCM & TCM Terminology	10	28	28		56	-
	PRI104	Communication in Health	10	28	28		56	-
	Semester 2							
	HMS115	Human Anatomy 2 & Biochemistry	10	28	28		56	HMS101, HMS112
	TCM106	TCM Diagnosis & Clinical Theory	10	28	28	30	86	TCM113, PRI104
	ACU107	Channels & Points 1	10	28	28		56	HMS101, TCM113
	CHM108	Chinese Herbal Medicine & Formulae 1	10	28	28		56	TCM113
Year 2	**Semester 1**							
	HMS201	Pathology	10	28	28		56	HMS101, HMS112
	ACU202	Channels & Points 2	10	28	28	50	106	TCM106, ACU107, CHM108
	CHM203	Chinese Herbal Medicine & Formulae 2	10	28	28		56	TCM106, CHM108
	PRI204	Research Methods	10	28	28		56	PRI104
	Semester 2							
	HMS205	Pathophysiology & Microbiology	10	28	28		56	HMS201
	TCM216	Huang Di Nei Jing & TCM Health Enhancement	10	28	28		56	TCM113
	ACU207	TCM Practice 1 (Acupuncture Techniques)	10	28	28	70	126	ACU202, CHM203
	CHM208	Chinese Herbal Medicine & Formulae 3	10	28	28		56	CHM203
Year 3	**Semester 1**							
	HMS301	Clinical Diagnosis 1	10	28	28		56	HMS205
	ACU302	TCM Practice 2 (Acupuncture Microsystems)	10	28	28	100	156	ACU207, CHM208
	CCM303	TCM Internal Medicine	10	28	28		56	ACU207, CHM208
	CCM314	TCM Traumatology	10	28	28		56	ACU207, CHM208
	Semester 2							
	HMS305	Clinical Diagnosis 2	10	28	28		56	HMS301
	TCM306	Shang Han Za Bing Lun	10	28	28		56	CHM208
	CHM307	Wen Bing Xue & TCM Practice 3 (Herbal Dispensary)	10	28	28	100	156	ACU302, CCM303, CCM314
	CCM318	TCM Gynaecology	10	28	28		56	ACU207, CHM208
Year 4	**Semester 1**							
	ACU401	Evidence-Based Acupuncture	10	28	28		56	ACU302
	CCM402	TCM Paediatrics & Dermatology	10	28	28		56	ACU302, CCM303
	PRI403	Practice Management & Professional Issues	10	28	28		56	PRI104, ACU302
	CPP404	Block Clinical Practice 1	10			250	250	CHM307, CCM318
	Semester 2							
	HMS405	Pharmacology	10	28	28		56	HMS205, CHM208
	CHM406	Modern Chinese Herbal Medicine & Practice	10	28	28		56	ACU302, CCM303, HMS305
	PRI417	Evidence-Based TCM Practice and Research Project	10	28	28		56	PRI204
	CPP418	Block Clinical Practice 2	10			300	300	CCM402, CPP404
		Totals	**320cp**	**840L**	**840T**	**900C**	**2580**	

** Students must present a valid Senior First Aid Certificate, Working with Children Check and National Police Clearance Certificate prior to commencing ACU207. These checks and certificates must be obtained at the student's own expense.*

Duration

4 years full-time (8 semesters)

or equivalent part-time

Delivery

Class: Blend of online & on-campus (remote students can complete on-campus learning via intensive blocks).

Clinic: On-campus teaching clinic and approved external clinics.

The BTCM lasts four years full-time, and up to 10 years part-time (part-time is unavailable to international students). Part-time students should consult the Administration Office.

Coursework is a mixture of online and on-campus learning. Students also do 900 hours of supervised clinical practice, most of which occurs at our Teaching Clinic with the remainder to be done at approved external clinics. Students in Sydney attend our Haymarket campus several times a week, while Domestic students outside Sydney can normally complete their on-campus learning via three visits to Sydney per semester, each of which generally involves one week of intensive learning.

From 2024, students can attend a 3-week China study tour per year (subject to demand). Participating students observe clinic cases at the Jiangxi University of Traditional Chinese Medicine.

Credit for Prior Learning

If you have engaged in formal study at another higher education provider, you could be eligible for Credit for Prior Learning (CPL) – potentially shortening the time and cost needed to complete our BTCM degree by up to 70%.

SITCM awards CPL by mapping subjects that you have completed elsewhere to equivalent subjects at SITCM. The amount of credit we award depends on how closely the subjects align. You generally need to have completed a subject within the last 10 years to receive CPL for it.

For more information, please refer to the *Credit for Prior Learning Policy and Procedure.* Both this policy and the application form are available on the SITCM website.

Admission Requirements

For admission to the Bachelor of Traditional Chinese Medicine (BTCM) applicants must:

- Be 18 years of age or over at the time they commence the course,
- Meet the education requirements, and
- Meet English language requirements.

Education Requirements

Applicants seeking to enrol in the course are required to satisfy at least ONE of the following entry requirements:

Completion of secondary studies

- Successful completion of the NSW HSC and attainment of the required ATAR (Australian Tertiary Admission Rank) of 70; OR
- Successful completion of an equivalent secondary qualification, either interstate or overseas, and attainment of the required entrance standard.

Completion of post-secondary studies

- Successful completion of accredited vocational (Certificate IV level or above) or higher education studies under the Australian Qualifications Framework (AQF), or overseas equivalent; OR
- Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Studies Program offered by an Australian university that would enable students to gain entry to an Australian university.

Alternative Admission

Applicants who do not meet the above education requirements may gain entry to the course by addressing one of the following alternative admission entry requirements. Meeting one of these criteria does not guarantee an applicant a place in the BTCM. Applicants must also attend an interview with the Dean, who will assess their capacity to undertake higher education study.

- Successful completion of at least one unit at the Australian Higher Education level
- Successful completion of a Special Tertiary Admissions Test (STAT): http://www.uac.edu.au/stat/
- Employment experience (full-time paid employment experience of 2 years or more)
  - An applicant must provide a letter from the employer confirming the applicant's job title, period engaged (start and end date), hours worked per week, and duties involved in the job
- Mature age (applicants who are over 21 years of age, but have not completed Year 12 or equivalent studies, must demonstrate a range of attributes such as life experience, motivation and maturity)
- Educational disadvantage in schooling (through disability, serious illness, lack of educational support, disrupted education, or serious family problems or responsibilities)
- SITCM may provide special entry arrangements to Aboriginal and Torres Strait Islanders in recognition that they are amongst the most disadvantaged groups in Australia

Alternative admission applicants may be required to commence the course through conditional enrolment which involves a reduced number of units in the first semester of study and the close monitoring of their progress at the conclusion of each semester in the first year of study.

English Language Requirements

Applicants need to demonstrate English language proficiency by providing evidence of ONE of the following:

Qualification Taught in English

- Completion of secondary studies; OR
- Completion of a qualification at AQF level 7 or higher, or its overseas equivalent; OR
- Either:
  - Completion of at least 1 year of full-time study at AQF level 5 or higher, or its oversees equivalent, as assessed by SITCM on a case-by-case basis (domestic applicants only); or
  - Completion of a qualification at AQF level 5 or higher within the last 2 years (international applicants only); AND

  Pass an interview and writing task with senior academic staff.
- Completion of an accredited Tertiary Preparation Program or Foundation Studies Program.

Work Experience

- Proficient verbal and written English through work experience in a professional environment where the sole language of communication is English, for at least 3 years immediately before enrolment at SITCM; AND

  Pass an interview with senior academic staff and complete a writing task.

English Language Tests

Successful completion of ONE of the following English language tests within the last **two years**. The accepted tests are set out in the following table, with the minimum results required.

English Language Test	Minimum Requirement
IELTS Academic	6.5 overall (min. 6.0 in each subtest)
TOEFL Internet-based Test (iBT)	90 overall (min. 21 in writing)
Pearson Test of English (PTE) Academic	58 overall (min. 50 in all communicative skills)
C1 Advanced Cambridge (formerly known as CAE -	176 overall
C2 Proficiency Cambridge (formerly known as CPE - Cambridge Proficiency English)	176 overall
Special Tertiary Admissions Test (STAT) Multiple Choice	155 in the verbal (critical) reasoning component

Other Qualifications

Successful completion of ONE of the following qualifications. The accepted qualifications are set out in the following table, with the minimum results required.

Qualification	Minimum Requirement
International Baccalaureate Diploma (IB)	Grade 4 in one of the following English courses: • English B at higher level • English A: language and literature at standard or higher level • English A: literature at standard or higher level
United Kingdom GCE A Levels	C grade in at least one Humanities subject at AS or A2 level
Singapore-Cambridge GCE A Levels	C grade in at least one Humanities subject at H1 or H2 level
Sijil Tinggi Persekolahan Malaysia (STPM)	C pass in 920 Literature in English
Hong Kong Diploma of Secondary Education	Level 4 in English Language or Literature in English
German Arbitur	3 (on a 6-point scale) or 8 (on a 15-point scale) in Advanced Level English (AF)

Applicants should note that fulfilment of the English language requirements for admission to the BTCM does not necessarily satisfy the Australian Health Practitioner Regulation Agency *Registration Standard: English Language Skills*. The Standard differs from SITCM's admission requirements. For more information please see: https://www.ahpra.gov.au/registration/registration-standards/english-language-skills.aspx

2025 Tuition Fees

	Unit Code	Unit Title	Domestic Student		International Student	
			$ for unit	$ for Sem	$ for unit	$ for Sem
Sem 1	HMS101	Human Anatomy 1	2,330	9,320	3,600	14,400
	HMS112	Histology & Physiology	2,330		3,600	
	TCM113	Fundamental Theory of TCM & TCM Terminology	2,330		3,600	
	PRI104	Communication in Health	2,330		3,600	
Sem 2	HMS115	Human Anatomy 2 & Biochemistry	2,330	9,510	3,600	14,680
	TCM106	TCM Diagnosis & Clinical Theory	2,520		3,880	
	ACU107	Channels & Points 1	2,330		3,600	
	CHM108	Chinese Herbal Medicine & Formulae 1	2,330		3,600	
Sem 3	HMS201	Pathology	2,330	9,640	3,600	14,880
	ACU202	Channels & Points 2	2,650		4,080	
	CHM203	Chinese Herbal Medicine & Formulae 2	2,330		3,600	
	PRI204	Research Methods	2,330		3,600	
Sem 4	HMS205	Pathophysiology & Microbiology	2,330	9,780	3,600	15,070
	TCM216	Huang Di Nei Jing & TCM Health Enhancement	2,330		3,600	
	ACU207	TCM Practice 1 (Acupuncture Techniques)	2,790		4,270	
	CHM208	Chinese Herbal Medicine & Formulae 3	2,330		3,600	
Sem 5	HMS301	Clinical Diagnosis 1	2,330	9,980	3,600	15,350
	ACU302	TCM Practice 2 (Acupuncture Microsystems)	2,990		4,550	
	CCM303	TCM Internal Medicine	2,330		3,600	
	CCM314	TCM Traumatology	2,330		3,600	
Sem 6	HMS305	Clinical Diagnosis 2	2,330	9,980	3,600	15,350
	TCM306	Shang Han Za Bing Lun	2,330		3,600	
	CHM307	Wen Bing Xue & TCM Practice 3 (Herbal Dispensa-	2,990		4,550	
	CCM318	TCM Gynaecology	2,330		3,600	
Sem 7	ACU401	Evidence-Based Acupuncture	2,330	10,920	3,600	15,990
	CCM402	TCM Paediatrics & Dermatology	2,330		3,600	
	PRI403	Practice Management & Professional Issues	2,330		3,600	
	CPP404	Block Clinical Practice 1	3,930		5,190	
Sem 8	HMS405	Pharmacology	2,330	12,040	3,600	17,270
	CHM406	Modern Chinese Herbal Medicine & Practice	2,330		3,600	
	PRI417	Evidence-Based TCM Practice and Research Pro-	2,330		3,600	
	CPP418	Block Clinical Practice 2	5,050		6,470	
		Totals	**$81,170**		**$122,990**	

Fee Information

Domestic

Tuition Fees

SITCM's tuition fees are shown in the *HE Schedule of Tuition Fees* and the *Subject Selection Form*, both of which are on the SITCM website. Tuition fees must be paid by either the date specified in the *Subject Selection Form* or, if enrolment occurs after that date, within 14 days of receipt of the payment invoice (this excludes students on fee instalment plans).

FEE-HELP

FEE-HELP is a student loan scheme that is funded by the Commonwealth Government to assist eligible students to pay for all or part of their tuition fees.

A 20 per cent loan fee applies to FEE-HELP.

For more information and how to apply, please visit: www.sitcm.edu.au/he-fee-help/

International

Tuition Deposit

International students accepting offers of admission must pay a tuition deposit as outlined in their *Letter of Offer* and *Fee Invoice*. This deposit includes a non-refundable application fee of AUD$285.00 .

Tuition Fees

SITCM's tuition fees are shown in the *HE Schedule of Tuition Fees* and the *Subject Selection Form*, both of which are on the SITCM website. Tuition fees must be paid by either the date specified in the *Subject Selection Form* or, if enrolment occurs after that date, within 14 days of receipt of the payment invoice (this excludes students on fee instalment plans).

Transfer of Fees

No fees will be transferred to other external institutions or persons.

Visa Refusal

International students who have been refused a visa will receive a refund calculated in accordance with the *Explanatory Guidance on the Education Services for Overseas Students (Calculation of Refund) Specification 2014*. Refunds will be made within 14 calendar days of the visa refusal.

Census Date	The census date for a unit of study is the last day in Week 4 of a semester (for details refer to the *Schedules of Tuition Fees*).
Fee Instalment Plans	Students can apply for a fee instalment plan, in which a tuition fee is split into instalments of four or less, by submitting a completed *Application for Fee Instalment Plan* (available from the Administration Office) to accounts@sitcm.edu.au. These plans are only offered in unforeseen and exceptional circumstances, and are not available to domestic students who apply for Commonwealth assistance or to international students in their first semester of study. Applications submitted after census date are automatically rejected.
Late Payment Fee	If fees are not paid by the due date, a late fee of $250 may be charged and students may lose their place in the course.
SITCM Default	If SITCM defaults (as defined in the *Refund Policy and Procedure*), SITCM will take the steps outlined in the *Course Discontinuation Policy and Procedure* (available on the SITCM website).

You are a **domestic student** if you are:	You are an **international student** if you are:
♦ an Australian citizen, ♦ an Australian Permanent Resident, or ♦ a New Zealand citizen.	♦ a Temporary Resident of Australia, ♦ a Permanent Resident of New Zealand, or ♦ a Resident or citizen of any other country.

Centrelink Payments: Assistance with living costs

Abstudy, Austudy, Youth Allowance, and Pensioner Education Supplement are available for eligible full-time students. For more information please visit: www.servicesaustralia.gov.au/education

Refunds

If a student withdraws from a unit of study on or before the census date for that unit of study, 100% of tuition fees paid for that unit will be refunded to the student. If a student withdraws from a unit of study after census date for that unit of study, no refund is applicable except as outlined in the *Special Circumstances Refund Policy* (available on the SITCM website).

Refunds

- If a student withdraws from a course and supplies SITCM written notification before the semester commencement date, 90% of the tuition fees paid will be refunded.
- If a student withdraws from a course between the semester commencement date and the Census Date, 70% of the tuition fees paid will be refunded.
- If a student withdraws from a course after the Census Date, no refund will be made except as outlined in the *Special Circumstances Refund Policy* (available on the SITCM website).

All refund requests must be submitted on the *Refund Request Form* (available on the SITCM website). SITCM undertakes to make payment of all refunds within 28 days of receipt of a written application for refund.

Refunds paid if SITCM defaults

If SITCM defaults (as defined in the *Refund Policy and Procedure*), international students will receive a refund calculated in accordance with the *Explanatory Guidance on the Education Services for Overseas Students (Calculation of Refund) Specification 2014*. Refunds will be made within 14 calendar days after the default day.

The *Refund Policy and Procedure*, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

- All fees are subject to annual review.
- Students will not be permitted to commence or continue their course until all outstanding fees, charges or accounts are paid. Students will be charged the full amount for repeating any unit of study.
- Fees are set each year and are payable before each semester. The current rate will apply for the academic year of enrolment but may be subject to change in subsequent years in accordance with the rate set by the Institute. All fees, charges and accounts will be payable as determined by SITCM.
- Tuition fees cover charges for tuition administration, but do not cover textbooks, uniforms, or incidental fees.

All information on this page is indicative only. For more detail and the most current information, please read the following policies on the SITCM website:

- ***Fees Policy***
- ***Refund Policy and Procedure***
- ***Special Circumstances Refund Policy and Procedure***

How to Apply

1. ***Domestic Students:*** Complete the *Domestic Student HE Application Form*.

   International Students: Complete the *International Student HE Application Form*.

   If you have any questions, please contact the Administration Office by phoning (02) 9212 1968 or emailing administration@sitcm.edu.au.

2. Submit the application form and all required documentation listed in the form to the Administration Office, either by email to administration@sitcm.edu.au, in-person on Level 5 of our campus, or by post to:

   Sydney Institute of Traditional Chinese Medicine
   PO Box K623, Haymarket, NSW 2000 AUSTRALIA

4. If your application is successful you will receive an *Offer of Enrolment & Acceptance Agreement* letter for your nominated course, along with pre-enrolment and fee payment information. You will need to sign and return the *Acceptance Agreement* to us. Please read the letter's Terms and Conditions of Acceptance carefully before signing the agreement.

5. Students who pay upfront will receive a receipt of their payment.

   International students are required to pay a tuition deposit to secure their place. Once the deposit has been paid, an electronic Confirmation of Enrolment (eCoE) will be issued to the student. The eCoE is used to apply for a student visa.

International students applying to study the BTCM will require a student visa. Application for, and processing of, student visas can take up to six months. An application fee applies for visas.

For all visa inquiries and applications, students should contact their local Australian Embassy, High Commission or Diplomatic Mission. It is a student's responsibility to ensure a visa is received in sufficient time to commence studies at the Institute by the commencement date of the offer.

For more information please contact:

- **Australian Embassies, high commissions, consulates, multilateral missions and representative offices** http://dfat.gov.au/about-us/our-locations/missions/Pages/our-embassies-and-consulates-overseas.aspx
- **Department of Home Affairs** https://www.homeaffairs.gov.au/

Student Rights & Responsibilities

Orientation

All new students are required to attend an orientation day, either on campus or online, before the first date of semester. This day includes important information to prepare students for their studies.

Learning Support

SITCM has a Student Support Officer and Academic Support Officer available to offer all students support on any matters that may affect their studies. Any students who need support for medical or disability reasons can self-identify in their enrolment application form, or contact the Academic Support Officer at any time during their studies, to determine how to minimise the impact of the medical condition/disability on their studies.

Appointments for free support meetings can be booked through the Administration Office. Several free workshops are provided for learning support each semester. For further information on learning support, please refer to the *Student Support Policy and Procedure*, the *Student Academic Support Policy and Procedure* and the *Mental Health and Wellbeing Policy* on the SITCM website.

Studying in Australia

For information on studying in Australia, international students should refer to SITCM's International page: https://www.sitcm.edu.au/international/.

Complaints and Grievance Processes

SITCM is committed to developing and maintaining an effective, timely and fair grievance (complaints) handling system which is easily accessible to all relevant stakeholders. Students have access to a four stage grievance process as follows:

1. Informal Grievance: you can attempt to resolve the issue with the relevant person directly, if you feel comfortable doing so.
2. Formal Grievance: you can submit a formal grievance by providing a completed Grievances and Complaints Declaration Form to the Administration Office. The Course Coordinator will generally investigate academic grievances and the Registrar will generally investigate all other grievances (provided there is no conflict of interest).
3. Internal Appeal: you must submit an appeal by completing the Appeals section of the Complaints and Grievances Declaration Form and providing it to the Administration Office within 10 working days of receiving the outcome of your formal grievance. The appeal will be investigated by an appeal panel of three senior staff.
4. External Appeal: SITCM will participate in external mediation, using a mutually-agreed upon mediator, and will cover the reasonable costs of the mediation. SITCM will provide due consideration of recommendations arising from an external appeal.

For more information on grievances, please refer to the *Academic Grievance Policy and Procedure* and the *Non-Academic Grievance Policy and Procedure* on the SITCM website.

Code of Conduct

All students must abide by SITCM's *Code of Conduct*, which is contained within the *Student Manual*. This manual is available on the SITCM website.

SITCM office

Level 5, 25 Dixon Street

Sydney NSW 2000, Australia

P +612 9212 1968

F +612 92814268

E administration@sitcm.edu.au

Postal Address

PO Box K623

Haymarket, NSW 2000, Australia

Sydney Institute of Health Sciences Pty Ltd Trading as Sydney Institute of Traditional Chinese Medicine is registered with the Tertiary Educuation Quality and Standards Agency (TEQSA) as an approved higher education provider and is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to offer the BTCM to International students in Australia on a student visa.

TEQSA Provider No.: PRV12177

CRICOS Provider No.: 01768k

Sydney Institute of Traditional Chinese Medicine is a registered business name of Sydney Institute of Health Sciences Pty Ltd

ABN 30 100 578 836