My Life at La Trobe
AUSTRALIA

A GUIDE FOR
INTERNATIONAL
STUDENTS

latrobe.edu.au
La Trobe is an internationally recognised university. We’re ranked among the top 400 universities in the world, according to the three most prestigious international rankings: the Academic Ranking of World Universities (ARWU), Times Higher Education and QS World University Rankings.

La Trobe is also a university that is local and global in reach – we’re the largest provider of higher education in regional Victoria through our campuses in Bendigo, Albury-Wodonga, Shepparton and Mildura. The La Trobe graduate community is made up of 180,000 alumni, based in over 100 countries. Approximately 2,600 international students complete a degree with us each year and 19,000 La Trobe graduates are living overseas.

At all of our campuses, we offer a range of programs and opportunities for you to connect with other students and engage in leadership, mentoring, volunteering, clubs and societies.

I strongly recommend you get involved where you can, as these opportunities can have a significant impact on your overall experience, as well as your employability once you graduate.

Wherever your studies are based, I know that our staff will make every effort to ensure you’re part of an active and diverse learning community, and you’re provided with dedicated personal and academic support to ensure you’re successful in your studies.

As university students, you will challenge each other and actively challenge us. We hope your student experience will be fulfilling and rewarding, providing an opportunity to excel.

I wish you all the best during your time at La Trobe University.

Professor John Dewar
Vice-Chancellor and President

Meet the Vice-Chancellor:
latrobe.edu.au/vice-chancellor
Welcome to LaTrobe, a university with a proud history in both teaching and research.
Welcome to La Trobe

Congratulations! You have chosen to study in one of the most vibrant, diverse and exciting destinations in the world.

Whether you’re studying in downtown Melbourne or Sydney, at our large and beautiful campus in Melbourne’s north, or in one of our unique regional centres, you’ve chosen an institution of excellence and a destination of adventure. Melbourne in particular has been consistently rated as the world’s most liveable city six years in a row by the Economist Global Liveability Ranking, and continues to delight residents and visitors with its festivals and vibrant events.

We’re delighted to offer you an outstanding student and academic experience, alongside an array of outdoor, social and community experiences for an international student journey like no other. Our world-class facilities, focus on employability and career outcomes, and leading student engagement programs mean you’ll come away not only with a degree, but with friendships and experiences to set you up for life.

The 2016 Times Higher Education World University Rankings named La Trobe among the top 200 most international universities in the world, based on the proportion of our staff, students and research paper authors from another country.

We’ve invested more than A$500 million into world-class centres for learning and research, including the La Trobe Institute for Molecular Science (LIMS) and the Centre for AgriBioscience ( pictured above).


In 2017 we celebrate our 50th anniversary.
Our locations

La Trobe is the largest provider of university education in regional Victoria. Our eight campuses are located in Victoria and New South Wales, in the heart of Melbourne and Sydney, and in picturesque bushland settings.
City Campus

Our City Campus, in the heart of Melbourne’s central business district, has been designed around the latest innovations in educational design, and teaching and learning technology. La Trobe Business School delivers a range of postgraduate courses from the City Campus including our Master of Business Administration. La Trobe MBA has been ranked 14th in the Asia Pacific by the QS TopMBA Global 200 Business Schools Report 2014/2015 – equivalent to fourth in Australia.
latrobe.edu.au/melbourne

More information:
visitmelbourne.com
studymelbourne.vic.gov.au
melbourne.vic.gov.au/internationalstudents

Franklin St Campus

Located at 215 Franklin Street, the Franklin Street Campus runs postgraduate and research programs tailored to health and legal professionals. It is opposite Melbourne’s biggest and oldest market, the 130-year-old Queen Victoria Market.
In line with the City Campus expansion strategy, classes at the Franklin Street Campus will be moved to the City Campus on Collins Street from Semester 2 of 2017.
latrobe.edu.au/franklin-st

More information:
visitmelbourne.com

Melbourne Campus

Located 14 km from the city centre, in Bundoora, our Melbourne Campus hosts over 26,000 students and covers 267 hectares of parkland and waterways. Melbourne is consistently ranked the world’s most liveable city (Economist Intelligence Unit, London, 2016) and was recently named second best for students (2015 QS Best Student Cities Ranking).
latrobe.edu.au/melbourne

More information:
visitmelbourne.com
studymelbourne.vic.gov.au
melbourne.vic.gov.au/internationalstudents

Sydney Campus

Conveniently located within the city’s vibrant central business district, and overlooking the stunning Hyde Park, our Sydney Campus is our brand new campus offering. With state-of-the-art facilities designed to encourage personalised learning and collaboration, students can select from a range of pathway programs and bachelor degrees in the areas of business, accounting, international business and information technology. Our Sydney Campus also offers a Master of Professional Accounting and a Master of Management (Project Management).
latrie.edu.au/sydney

More information:
sydney.com

Bendigo Campus

Located approximately two hours’ drive from Melbourne, our Bendigo Campus is surrounded by national parks and plenty of Australian wildlife. It services around 5,000 students and has a long and distinguished history of teaching nursing and education. Bendigo offers all major disciplines along with unique courses such as outdoor education, paramedicine, pharmacy, sport management, urban planning and oral health.
latrie.edu.au/bendigo

More information:
bendigo.vic.gov.au
bendigotourism.com

Albury-Wodonga Campus

The Albury-Wodonga Campus offers a wide range of courses, and hosts approximately 900 students. Home to the Murray–Darling Freshwater Research Centre (MDFRC), our Albury-Wodonga Campus gives students access to diverse natural habitats to enrich their learning experiences. With personalised support and education from dedicated staff, students enjoy specialised, hands-on learning in a relaxed environment.
latrie.edu.au/aw

More information:
alburywodongaaustralia.com.au

Shepparton Campus

Studying at our Shepparton Campus gives you access to a respected teaching and research institution, and world-class academics. As of 2016, the Shepparton Campus had approximately 700 students – meaning smaller class sizes and personalised teaching. Housed within a contemporary building in the heart of the town it offers a friendly and caring environment, along with a high-quality education. Study a range of disciplines such as business, nursing and social work.
latrie.edu.au/shepparton

More information:
greatershepparton.com.au/visitors

Mildura Campus

Our Mildura Campus provides a unique Australian experience where students become part of a community. In 2016, it services approximately 500 students from diverse cultures, educational backgrounds and age groups. Mildura Campus is known for its strength in visual arts education (Mildura has a thriving arts community) and for its nursing, business and education programs. Thanks to close links with the local community, the courses offered meet industry needs at regional, national and global levels.
latrie.edu.au/mildura

More information:
visitmildura.com.au

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latrie.edu.au/city

More information:
visitmelbourne.com

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latrie.edu.au/franklin-st

More information:
visitmelbourne.com
Getting ready for study

Throughout your studies, you’re always welcome at La Trobe International (LTI) for advice and support. International Student Services Coordinators are available on all campuses to meet you one-on-one to provide important information on getting the most out of your studies (see page 73).

Visit our office or contact us:
E studentsupport@latrobe.edu.au
T 03 9479 1199
You can also find us on Facebook – search for ‘La Trobe International Student Connect Group’.

Academic calendar 2017

<table>
<thead>
<tr>
<th>STANDARD SEMESTER OR TERM</th>
<th>COMMENCING</th>
<th>ENDING</th>
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</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>27 February 2017</td>
<td>26 May 2017</td>
</tr>
<tr>
<td>Orientation week</td>
<td>20 February 2017</td>
<td>24 February 2017</td>
</tr>
<tr>
<td>Mid-semester vacation</td>
<td>14 April 2017</td>
<td>21 April 2017</td>
</tr>
<tr>
<td>Study vacation</td>
<td>29 May 2017</td>
<td>1 June 2017</td>
</tr>
<tr>
<td>Examinations</td>
<td>2 June 2017</td>
<td>22 June 2017</td>
</tr>
<tr>
<td>Semester 2</td>
<td>24 July 2017</td>
<td>20 October 2017</td>
</tr>
<tr>
<td>Orientation week</td>
<td>17 July 2017</td>
<td>21 July 2017</td>
</tr>
<tr>
<td>Mid-semester vacation</td>
<td>25 September 2017</td>
<td>29 September 2017</td>
</tr>
<tr>
<td>Study vacation</td>
<td>23 October 2017</td>
<td>26 October 2017</td>
</tr>
<tr>
<td>Examinations</td>
<td>27 October 2017</td>
<td>16 November 2017</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>30 October 2017</td>
<td>9 February 2018</td>
</tr>
</tbody>
</table>

The La Trobe University academic year is divided into two standard semesters, plus summer and winter non-standard semesters.

Note: The La Trobe University Sydney Campus operates on three standard trimesters a year and has a slightly different academic calendar. Please refer to the Sydney campus website for further information:
latrobe.edu.au/sydney/study/academic-calendar

Public holidays 2017

The University will close for the Christmas/New Year break from 23 December 2017 and will re-open on 2 January 2018. The University remains open on the Victorian public holidays of Labour Day (13 March 2017) and Melbourne Cup Day (7 November 2017). The University is also closed on the public holidays listed in the table below.

<table>
<thead>
<tr>
<th>DATE</th>
<th>PUBLIC HOLIDAY</th>
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<tbody>
<tr>
<td>Thursday 26 January 2017</td>
<td>Australia Day</td>
</tr>
<tr>
<td>Friday 14 April – Monday 17 (18TBC) April 2017</td>
<td>Easter</td>
</tr>
<tr>
<td>Tuesday 25 April 2017</td>
<td>Anzac Day</td>
</tr>
<tr>
<td>Monday 12 June 2017</td>
<td>Queen’s Birthday</td>
</tr>
<tr>
<td>23 December 2017 – 2 January 2018</td>
<td>Christmas/New Year break</td>
</tr>
</tbody>
</table>

Academic calendar

The La Trobe University academic year is divided into two main semesters, with an additional Summer Semester. In the calendar on page 10, we’ve specified the last possible day you may have to sit an exam, but exams may finish before this date. Please do not book any flights until you know when all your exams are scheduled.

Students should also note that supplementary and special examinations may take place in January, early February, late July and early August. Some courses may have different commencement dates or non-standard start dates. Please refer to your Letter of Offer for your exact start date when booking accommodation or making holiday arrangements.

The dates for international registration, enrolment and Orientation are subject to change. Regularly check our website and correspondence from La Trobe University for confirmation of dates.

The academic calendar is also available online at:
latrobe.edu.au/calendar

For the Sydney Campus, refer to the following website for more information:
latrobe.edu.au/sydney/study/academic-calendar

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[1] Dates listed are only the study periods where new students commence their courses. For the full academic calendar, please visit latrobe.edu.au/calendar/academic-calendar. [2] Students studying at Franklin Street and City campuses are strongly encouraged to attend the university Orientation at the Melbourne Campus. For campus-specific Orientation dates, students will be informed and invited by email. Please read important information on page 16. [3] Sydney Campus will be closed on the NSW public holidays of Queens Birthday (12 June 2017) and Labour Day (2 October 2017).
Enrolment

Enrolment is when you formally register for your course and choose your subjects. It’s an important part of the Orientation program for international students. It’s essential you attend your enrolment session, where you will be enrolled into individual subjects. In preparation, please review your course structure and subjects at: latrobe.edu.au/handbook

The enrolment process includes an information session followed by discussions with course advisers about subject selection, and enrolment into these subjects. You’ll be given direction on how to obtain your La Trobe student identification (ID) card after the enrolment process. Details on the time and venue for your enrolment session are available online at: latrobe.edu.au/students/new-students/orientation

Step 1

Attend your registration session

When you go to the registration venue, please bring your original passport and a copy of your e-visa notification.

If you’ve received a conditional offer (meaning your offer is dependent on certain requirements being met), please check your Letter of Offer. This will list any documentation you’ll need to provide to La Trobe International (LTI) Admissions to meet the conditions, such as original or certified copies of academic transcripts or an English test score. You won’t be allowed to activate your student account or enrol without meeting these conditions.

At registration you can activate your username and password to gain access to StudentOnLine and get essential information on your personal details and your enrolment information. If you still owe fees you’ll need to pay them before you can activate your student account and create your password.

You can still enrol on the same day you activate your username and password, however you won’t be able to access email until the next day, due to the University’s system requirements.

You’ll also need to provide information on your current residential address in Australia. Don’t worry if it’s not a permanent address, as you can make changes when you attend your enrolment session or in StudentOnLine. It’s a condition of your student visa you let the University know your current address within seven days of arriving, or if you change your address.

Step 2

Attend your Orientation information session

At registration you will receive a Welcome Pack for new international students, a campus map, and an Orientation Guide detailing all the necessary sessions and activities related to your course and student life. Make sure you attend the ‘Need to Know’ session during Orientation, which is compulsory for all commencing international students.

Non-standard teaching periods 2017

The University also delivers a number of non-standard teaching periods through external providers or to meet special course requirements.

The University publishes a comprehensive list of all teaching periods and associated subject census dates on the website at: latrobe.edu.au/calendar/all-students/census-dates

The Sydney Campus may have different academic calendar dates so please refer to the website for details: latrobe.edu.au/sydney/study/academic-calendar

Non-standard teaching periods appear in the form Week XX-YY, for example Week 08-21. These indicate the whole weeks of the teaching period, which run from the first Monday to the last Sunday.

E.g. Week 08-21 has a teaching period that begins on the first day of the eighth whole week in 2017 (Monday 13 February) and finishes on the last day of the twenty-first whole week in 2017 (Sunday 21 May).
Step 3
Find your course details and create your preliminary study timetable

Visit the University Handbook 2017 to find out more information on your course and available subjects.

You’re encouraged to view the University Handbook to identify compulsory (core) subjects and find out when to choose elective subjects. Study Abroad and Exchange Students should have approved subjects listed on their Letter of Offer. The Handbook is online: latrobe.edu.au/handbook

Carefully read the course and subject information you have received including information on applying for Advanced Standing (credit) for prior learning. Discuss any of your Advanced Standing arrangements at your enrolment session. See a further explanation of Advanced Standing applications under ‘frequently asked questions’ on page 32.

To find out more about a subject, click on the blue information icon below the subject name. This links to the online subject search: latrobe.edu.au/students/subjects

You can also refer to the Equity and Diversity section on page 25. For further information, visit: latrobe.edu.au/students/wellbeing/studying-with-a-disability

International students holding a student visa must be enrolled on a full-time basis at all times, except where approval has been granted by your college based on compelling or compassionate grounds. Contact ASK La Trobe (page 35) first if you want to under enrol.

You can search and view timetable information if you want to under enrol. Contact ASK La Trobe (page 35) first on compelling or compassionate grounds.

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Subject codes are automatically post-fixed with a wildcard, so ACC2 for example, will return all second-year undergraduate accounting subjects. You can also use the advanced filter to specify your campus, semester and activity type.

Step 4
Attend your enrolment session

Your orientation schedule contains information about the date, time and place to enrol at La Trobe University. Check the location of your enrolment venue at your campus at: latrobe.edu.au/students/new-students/orientation

When you arrive at the enrolment session venue, course advisers from your college or school will assist you with subject selection. If you have any questions about the course, subjects, updating personal details or obtaining Advanced Standing, please ask a course adviser.

When you’re enrolling you’ll need:
- relevant original or certified transcripts, as well as the relevant course syllabus or course outline if you’re applying for Advanced Standing (credit)
- preliminary course timetable (compulsory for Study Abroad and Exchange students)
- a pen.

Note for students with a disability

Any student with a disability, mental illness, or short or long-term medical condition is eligible for support. If you require assistance on enrolment day, email equity@latrobe.edu.au to be connected with an appropriate disability adviser at your campus.

You can also refer to the Equity and Diversity section on page 25. For further information, visit: latrobe.edu.au/students/wellbeing/studying-with-a-disability

Step 5
Have your photo taken and collect your student identification (ID) card

After enrolling, you’ll be directed to the designated station to have your photograph taken for your student ID card. You’ll receive an email when your ID card is ready for collection. You can then collect your card from the ASK La Trobe Help Zone.

Alternatively, you can upload a photo of yourself and order your student ID card online. If you’re a new student you’ll need to collect your student ID at campus because we need to see photo ID (e.g. passport) to verify your identity.

You’ll need a student ID card to access services on campus, such as the library, printing and photocopying, sitting an examination, and identifying your student status off campus.

Step 6
Congratulations! You’re now enrolled.

No matter when you arrive, make sure you attend Orientation on your campus to help you settle into life at La Trobe. One of your first points of contact at university is ASK La Trobe (see contact details on page 35). You can also visit the LTI office to make an appointment with an International Student Services Coordinator, who can provide support and advice on a range of issues from settling in, cultural adjustment, housing, finding work, visa issues, and just about anything in between (see our contact details on page 73).
University Orientation

Success in your studies can depend on how well you adjust to studying and living in Australia. The Orientation program has been specifically designed to help you make a smooth transition to life and study at La Trobe. Orientation is compulsory for all new international students and provides important information and social activities specific to your needs. It will enable you to make important connections with your peers, different networks, and the campus community. Prepare for university life and study by checking out the Ready4Uni website, where you'll find out about Orientation, campus services, and making the most of your first few weeks.

latrobe.edu.au/students/new-students/ready4uni

Give yourself the best chance at succeeding in your studies by attending as many Orientation sessions as possible. Each session has presenters who are experienced in their field, and are best placed to answer any questions you may have. Attending Orientation is your chance to learn all the important information in one convenient place. It's also an invaluable opportunity to make friends. After semester begins it can be harder to make friends and find time to connect. Our International Student Services team has found that students who participate in Orientation have a better chance of settling in and being successful in their studies.

Orientation aims to assist you during your first days and weeks in Melbourne. There are important information sessions on La Trobe’s learning culture, Australian culture, support services, accommodation, finding work, travel, entertainment and more. Information regarding subject selection and enrolment is also provided, including information sessions with course advisers.

On the first day of Orientation you'll meet one of the Connect Mentors who assist new students with transitioning to university life. They can also provide support for new students across the first six weeks of semester.

latrobe.edu.au/students/new-students/connect

You should carefully check the Orientation website for details of compulsory sessions and additional activities at your campus.

You can also use the online planner to design your personalised Orientation schedule.

latrobe.edu.au/students/new-students/orientation

City campuses

The City Campus Orientation is specific to the courses taught at the City (Collins Street) and Franklin Street campuses, and is held on a set date each semester.

Orientation includes a range of useful sessions such as the Need to Know briefing, college welcome, and campus tour. In addition, Orientation at the City Campus doubles as an enrolment session that focuses on subject selection and course advice, and also incorporates a course-specific briefing from respective program directors. For further Orientation at the City Campus activities and information sessions, students are strongly encouraged to also participate in the university Orientation at the Melbourne Campus.

Bendigo, Albury-Wodonga, Shepparton and Mildura campuses

Orientation at each campus offers a unique welcome to La Trobe’s facilities, staff, campus life, and fellow students. As our regional campuses are smaller, your Orientation experience is often very personalised and always very warm and welcoming. Each campus designs their international student Orientation according to local needs and will include a range of sessions about settling into student life as well as finding work, planning, finding your way around, and importantly, making friends.

Contact us for more information on Orientation at any of our regional campuses.

T 03 9479 1199
E studentsupport@latrobe.edu.au

Sydney Campus

Students will receive an invitation to attend an Orientation and Enrolment session in the week before classes commence. Contact Student Services for more information:

T 02 9397 7600
E studentservices-sydney@latrobe.edu.au

Fees and statement of account

Information about your fees for each subject, and how much is owed, appears on your Statement of Account (SoA) which you can access from Student Online. You were billed for your first semester’s tuition fees and paid for them when you accepted your offer to study at La Trobe University. The first instalment is based on 60 credit points – most subjects at La Trobe are 15 credit points each. The amount you paid to accept your offer is also shown as credit toward your fees. Each time you change your enrolment (add or subtract a subject) prior to census date, your SoA will be updated accordingly. Your SoA is viewable at any time from StudentOnline. You’ll be notified by email when your first SoA is available on StudentOnline.

If you do not pay your fees by the due date, you may receive a sanction to your student account – e.g. be unable to access StudentOnline, library services and the Learning Management System (LMS). To find out more about the consequences of not paying your fees on time, and the process for appealing a termination of your enrolment, search for ‘fees and due dates’ on the Ask La Trobe webpage:

latrobe.edu.au/ask-us

If you’re still experiencing difficulties in paying your fees and require further assistance, make an appointment to meet with a member of the International Student Services team on your campus. For subsequent semesters, payment for tuition fees is due prior to the semester commencement. The exception is Study Abroad students who pay a flat-rate fee each semester (see FAQs on page 32).

See your SoA for tuition fee due dates or speak to a staff member at the Ask La Trobe Help Zone.

Tuition fees are subject to change each year. The University reserves the right to vary fees on an annual basis. Fees will not normally increase by more than seven per cent per annum. Should the University decide to increase its fees, that increase will take effect on 1 January of the following year. You can find more information about tuition fees at latrobe.edu.au/students/fees-and-money

Scholarships and sponsorships

Some international students may receive a partial scholarship for their studies from La Trobe University. This is applied against tuition fees and is reflected on the student’s statement of account.

If you are a sponsored student (sponsored by a government or organisation) your SoA should usually have a $0 balance. If you are sponsored and believe your SoA is not correct please speak to the sponsored programs team.

E sponsoredprograms@latrobe.edu.au
La Trobe username and password

All La Trobe students receive a username and password to access the University internet system and personal student account, which includes various study tools such as the Learning Management System (LMS), student email, library, and StudentOnLine. Your university email address is your ID number@students.latrobe.edu.au.

You’ll be able to activate your student account and create your password when you register with LTI.

Please note that the University expects you to have read any email we send to your student email address. It is your responsibility to check your student email regularly, both during semester and breaks, for important information and official notifications.

We recommend you set up an email function that automatically forwards University emails to your personal email address (e.g. gmail or hotmail). You may also receive some important mail at your home address, so it’s important to keep your postal address up to date.

Attend your Orientation to get more information related to University systems.

Computer and email facilities

La Trobe University has wireless internet access with different coverage for each campus. All campuses have computer halls or laboratories for students, plus computer services for teaching and research activities. Facilities are kept up to date and many forms of training and support are provided.

Lectures are often captured into audio or video streams to be reviewed by students in their own time (EchoSystem), and lecture notes are often posted on the LMS.

Student IT Support provides services for accessing key university systems. Support is provided for:
- StudentOnLine
- email
- wireless network

- student computer labs
- antivirus installation and configuration
- Turnitin
- Learning Management System (LMS).
- IT information sessions, which include instructions on accessing La Trobe student accounts, are held during Orientation at all campuses. Information relating to the use of email for official correspondence with students can be found at: policies.latrobe.edu.au

IT support can also assist students at all campuses with any computer problems: latrobe.edu.au/students/it

You’ll also find answers to frequently asked questions (FAQs) about Student IT Support at your convenience at:
T 1300 52 87623
latrobe-current.custhelp.com

Melbourne Campus

Students can access computers in the library and in college computer laboratories. A list of computer labs at the Melbourne Campus can be found at:
latrobe.edu.au/students/it/labs/melbourne

Student IT Support at the library helps students with any problems they have accessing key university systems Monday to Friday from 9 am to 5 pm.

Bendigo Campus

Students can access computers offering Mac and Windows systems in the library, as well as in many computer labs across the Campus. Student IT Support is located at the Heywood Library. A list of computer labs at the Bendigo Campus can be found at:
latrobe.edu.au/students/it/labs

Albury-Wodonga Campus

Four computer labs are located on the ground floor of Building 4. Two labs are available for general access during opening hours. A timetable is displayed outside each lab showing when it is available. Facilities are also available in the David Marin Library.

Mildura Campus

Computer labs are located in the Brian Grogan Building, Building P, 29 Deakin Avenue and in the Gambetta Library (TAFE Building).

Shepparton Campus

Students can access computers at the library with six computers connected to the La Trobe network.

Franklin Street Campus

The Information Access Room and Computer Resource Centre are located on the ground floor, Building 2.

City Campus

Students can access computers in the personal study area. Alternatively, you can connect your own device by WiFi or at various data points.

Sydney Campus

There are two computer labs on-campus. They are open to students during standard campus open hours. Additional computers are available for use in the library on level eight.

StudentOnLine

StudentOnLine lets you view and change your enrolment and personal details. You’ll need the username and password you were given at registration to access StudentOnLine.

This is where you can:
- get a ‘Statement of Account’
- complete or change your enrolment
- get an unofficial transcript
- pay your tuition fees.

Contact Student IT Support or ASK La Trobe if you need assistance with the LMS.
latrobe.edu.au/students/it/teaching/lms

Library

All students have access to the scholarly information, resources, services and technology-enabled learning spaces of a major academic library. This includes 24-hour access to online databases and resources. We encourage you to make good use of the library, which offers:
- help with finding resources
- classes and online modules
- many thousands of online journals and e-books
- two million print books, journals, DVDs and audiovisual resources
- extended opening hours during semester
- comfortable study areas for group and individual study
- consultations with college or campus librarians for postgraduate and research students
- computer workstations, printers, copiers and wireless internet.

latrobe.libguides.com
The library has many online services, including frequently asked questions and a live chat service to help with library queries or difficulties. The library has copies of all set textbooks. You can borrow the reserved books for three hours at a time, or overnight.

The library online chat is currently available from 11 am to 2 pm (AEST) Monday to Friday during Semester 1 and Semester 2.

lib.latrobe.edu.au/chat

Library facilities at each campus

The Borchardt Library at the Melbourne Campus is the main library in the network, covering three levels in one of the largest buildings on the Campus. In addition to information resources, it provides 2,000 study seats, 400 computer workstations, group study areas and rooms, and quiet individual study areas. A dedicated study lounge for postgraduate and research students is located on level two, which has more than 40 individual study desks, a lounge space, computers and small group areas.

Students studying at the City Campus and Franklin Street Campus can order books from other La Trobe campuses online via the library website, specifying a pick-up location, such as the City Campus. You can also return books to the City Campus once finished. As part of the CAVAL program, you can also borrow from other Victorian university and TAFE libraries. To obtain a CAVAL card, present your La Trobe University student ID to the host library where you wish to borrow.

The Heyward Library at the Bendigo Campus and the David Mann Library at the Albury-Wodonga Campus each provide resources, facilities and services for students, and offer access to the digital and print resources of the La Trobe University library network.

The Gambetta Library at Mildura Campus is shared between La Trobe University and the Sunraysia Institute of TAFE. The Shepparton Campus library is shared with the Goulburn Ovens Institute of TAFE.

Students at the Sydney Campus can access the library on level eight. The library is open from Monday to Saturday.

Melbourne information desk  
T 03 9479 2922  
E library@latrobe.edu.au

Bendigo information desk  
T 03 5444 7453  
E lib-bendigo@latrobe.edu.au

Albury-Wodonga information desk  
T 02 6024 9760  
E awloans@latrobe.edu.au

Shepparton information desk  
T 03 5820 8693

Franklin Street information desk  
T 03 9479 8888

City information desk  
T 03 9479 6797

Sydney information desk  
T 02 9664 6352

Textbooks

You may be given reading lists for your subjects on enrolment day, but it’s more likely your lecturers will provide comprehensive reading lists in your first week of classes.

It’s strongly recommended you don’t purchase any textbooks until you receive your reading lists from your lecturers. You should go to your first class to find out if you need to buy any necessary textbooks. Textbooks can be purchased at the La Trobe University Co-op Bookshop, based at the Melbourne, Bendigo and Albury-Wodonga campuses:

coop.com.au

Students at other campuses can also order textbooks online from the La Trobe University Co-op Bookshop. At the Mildura Campus, there is a bookstore in the Gambetta Library. You can save money by buying second-hand textbooks and checking noticeboards for advertisements selling used books. The La Trobe Student Union also runs a second-hand bookshop for students to buy cheap textbooks:

latrobesu.org.au/Books

Learning styles and expectations

Learning styles can vary greatly across different countries. University study in Australia requires independent thought and often autonomous work. Even Australian students coming to university for the first time find the demands quite different to their previous learning environments.

It’s important to investigate how La Trobe University’s academic culture may vary from your own, as this will increase your chances of achieving great results. Your first assessment may be due in the early weeks of the semester.

To help you prepare for study in Australia, attend Orientation (see page 16), where several sessions are offered to help with your transition into the demands of Australian university life. Read about the Learning Futures Unit on page 23 and also visit:

- latrobe.edu.au/students/learning
- latrobe.edu.au/students/new-students/ready4uni

In your first semester of studies, we highly recommend you visit the Achieve@Uni website, which has interactive online videos on learning, lectures and tutorials; and useful information such as planning your study, paraphrasing and referencing for assessment tasks, communication skills and improving English:

latrobe.edu.au/students/support/achieve

You should also visit the Science, Health and Engineering (SHE) blog, which is written by SHE students and includes tips and advice on how to navigate all things SHE:

she.blogs.latrobe.edu.au

Lectures

Lectures present information and concepts that are central to the course. Lecture material is important to assignments and exams.

To increase your understanding and retention of knowledge, it’s important to read the study material before lectures and review your notes afterwards. Try to read any supplementary material within 24 hours of your lectures, and rewrite your notes. In Australia, you’ll be expected to participate in class discussions, ask questions, and demonstrate you understand the material covered in lectures, and haven’t just memorised the content.

Tutorials and seminars

Tutorials and seminars are similar to discussion groups, led by an academic teacher, speaker, or a postgraduate student who has researched a particular topic.

The style can vary greatly between structured formats – with learning aims being clear from the

The Borchardt Library at the Melbourne Campus is the main library in the network, covering three levels in one of the largest buildings on the Campus.
outset – to free-flowing classes that give students the opportunity to explore ideas. Tutorials and seminars are meant to be interactive and help confirm important points given in lectures, and clarify lecture material and assignments – so make sure you ask questions.

Assessment
All subjects have different methods of assessment. Some place greater emphasis on exams, while others focus on essays and assignments. Some subjects rely on the completion of individual assessments, while others may include a semester-long group assessment. Understanding how your subjects are assessed may help you to achieve better results. Subject outlines give a breakdown of the percentage each assessment is worth to your final result (as do your Subject Guides, which you can find on the LMS after enrolment).

Plagiarism
Plagiarism is using other people’s ideas without referencing to inform the reader where these ideas originated. These ideas could be the original author’s exact words or a paraphrase, and come from the internet, books, journal articles, newspapers, television, radio, or any spoken or written text. While in some academic cultures it isn’t considered necessary to tell your reader you’re using other people’s ideas and/or words (by referencing), this is not the case in Australia. Plagiarising somebody else’s work and pretending it is your own – including copying another student’s work – is considered cheating, and there are serious consequences.

When you submit your assignment to Turnitin through the LMS, the text-matching technology identifies strings and patterns of words, and compares your assignment against billions of documents, including previously-submitted papers, journals and publications. Consult with your course or lectures for information on the preferred referencing style. Alternatively, visit the student learning support website which explains how to avoid plagiarism, and provides many examples on how to reference.

Time management
Managing your time between study, work and personal life is your responsibility. However, there are university services that can assist you in adjusting to the demands of student life, and are highly recommended when unexpected events occur.

In particular, International Student Services (page 73), the Counselling Service (page 70) and Learning Futures (page 23), can all help. Having a realistic schedule for yourself throughout the semester can benefit your results and academic transcript. It’s important to create a schedule that you can stick to, and allow for unexpected events. The Academic Integrity Module (AIM) is designed to help students understand and avoid academic misconduct. It guides you through your responsibilities, provides examples of academic misconduct, shows you where to find useful information, and gives referencing styles specific to your course.

Learning Futures
The Learning Futures team supports academics and students at La Trobe University to improve student learning outcomes. Learning Futures staff work closely with academics to develop clear assessment tasks from which students can get prompt feedback and develop learning activities that are interesting and engaging.

Wominjeka La Trobe
Wominjeka La Trobe is a short one-hour compulsory online subject which introduces all commencing La Trobe students to Indigenous Australian history, culture and customs. All students are required to complete this subject at the commencement of the first semester.

Academic policies
Academic Progress Monitoring and Intervention Policy
The University will send you official progress monitoring correspondence if you fail one subject or more. This correspondence will outline support services you can access to improve your marks and instruct you on what action you should take. You may receive an At Risk Letter if you:
- fail 50 per cent or more of your total enrolment for a progression period (1 January to 30 June, and 1 July to 31 December each year)
- fail a subject for a second or subsequent time
- fail for the first time in any workplace-based subject, as listed from time-to-time by the University
- fail to meet any conditions previously imposed on your enrolment by a college.

If you receive an At Risk Letter, you must meet with the Course Coordinator or nominee specified in the letter, to discuss your lack of progress and your enrolment. At this meeting you’ll complete an Agreed Progression Plan, with reasons for your unsatisfactory academic progress, and the recommended steps you should take to address the issues.

If you continue to maintain unsatisfactory academic progress in subsequent progression periods, you may be issued with an Unsatisfactory Progress Committee letter (UPC). You must make an appointment (contact details included in the letter) or you’ll be excluded. If you advise you cannot attend, your case will be assessed in absentia.

You’ll receive both an email and registered mail with instructions on how to prepare for your UPC meeting. Read these carefully and make sure you understand the instructions and the timelines you have been given. We strongly recommend you seek advice from a Student Advocate or from your tutors and lecturers to further understand the requirements of your course.

Academics and students can contact them on LTLT@latrobe.edu.au
International Student Services at LTI before you attend the meeting with the Unsatisfactory Progress Committee (see ‘student advocates’ on page 25).

The University will review your unsatisfactory academic progress. You can appeal to the University Appeals Committee if a decision is made to exclude you.

If you do not appeal a decision to exclude you, after 20 working days the University will report you to the Department of Immigration and Border Protection (DIBP) for having failed to meet course progress requirements. If you do appeal to the University Appeals Committee but are unsuccessful, after 20 working days the University will report you to the DIBP for having failed to meet course progress requirements.

As part of this process, you’ll be sent a letter informing you to go to a DIBP office within 28 days, with photo identification. Failure to do this may result in your visa being cancelled.

It is your right to make a complaint to the Victorian Ombudsman. You need to do this within 20 working days, and provide LTI with your complaint number to avoid being reported to DIBP. For more information, please visit: latrobe.edu.au/students/complaints

If you’ve been excluded from your course, in most cases DIBP can cancel your student visa. policies.latrobe.edu.au

Special Consideration
To apply for Special Consideration, you have to demonstrate that your illness or other compelling or compassionate circumstances adversely affected your performance in an assessment task or examination.

All actions taken under academic regulations, by the University or by students, are subject to strict time limits. Ensure you take any action within the stated timeframes. If you’re granted Special Consideration, you may receive extra time for your assignment, a variation to your marks, or you may have to sit a supplementary examination. latrobe.edu.au/special-consideration

Support for academic success
Your first port of call for support in your studies are your academics, course coordinators, lecturers and tutors. Introduce yourself and make an appointment to discuss your concerns and seek advice. There are also many resources available to help you get the best outcome in your studies.

Peer Learning Advisers
Peer Learning Advisers (PLAs) are experienced La Trobe students who work on all campuses to answer questions about assessment tasks or learning activities required in a subject. Check out their availability timetable and where to find PLAs on your campus at: latrobe.edu.au/students/learning/peer-learning-advisers

Counselling Services
The university counselling service is free and confidential for students, with expert staff who can provide advice and guidance on many aspects of student life. This may include stress, time management, anxiety, depression, mental health, mindfulness, meditation, connecting with others, relationships, personal and family issues, and adjusting to life in Australia. See the ‘wellness’ section (page 69) for more information.

Student Development Advisers (SDAs)
Student Development Advisers (SDAs) can link you up with a wide range of university resources, and may equip you with the tools and skills you need to help you progress through your degree. No problem is too small. SDAs support current students at all campuses, either face-to-face or online.

E studentdevelopment@latrobe.edu.au
latrobe.edu.au/SDA

Melbourne and City campuses
T 03 9479 3505

Bendigo Campus
T 03 5444 7223

Shepparton, Albury-Wodonga and Mildura Campus
T 03 9479 3505

Student Advocates
Student advocacy is the process of helping a student or a group of students who require support to address an academic, administrative or welfare-related issue. It’s an independent service, which means Student Advocates can assist students without influence or interference from the University. The service is confidential and free, and is available at the Melbourne, Bendigo, Albury-Wodonga, Mildura, Shepparton, Franklin Street and City campuses (La Trobe Student Union).

Upper West Agora (Level 2)
T 03 9479 2314
E Itsu_advocacy@latrobe.edu.au
latrobesu.org.au

Bendigo Campus
(Bendigo Student Association)
T 03 5444 7514
E bsa@bsabendigo.com.au

Albury-Wodonga Campus
(Wodonga Student Association)
T 02 6055 5541
E jmathey@wsawodonga.com.au

Equity and Diversity
The principal role of the Equity and Diversity Centre (EDC) is to promote full and equal participation for all students and staff of La Trobe University and to foster an environment free of discrimination and harassment. It aims
Complaints and grievance procedures
La Trobe University is committed to handling student complaints effectively, in line with our policy of creating a harmonious and productive study environment. The University is interested in listening to all complaints no matter how small they may seem. Whether you’d like to make an informal or formal complaint, the Student Complaints Office can guide you through the process, as well as help you to understand La Trobe’s complaints-handling policy and procedures.

First take your complaint directly to the person in the relevant area, as an informal discussion may easily resolve the issue.

Student Complaints Office
T 03 9479 5308
E studentcomplaints@latrobe.edu.au
latrobe.edu.au/students/complaints

University Ombudsman
If a complaint regarding an academic or administrative matter has been managed under the Student Complaints Policy, and the decision or action has not been resolved through the relevant college, school or department, you may seek advice from:

The University Ombudsman
Enquire at the Equity and Diversity Centre reception, Peribolos East, Ground Floor
Melbourne Campus
T 03 9479 1897
E ombudsman@latrobe.edu.au
latrobe.edu.au/about/management/organisation/ombudsman

Understanding your visa conditions

Your visa is subject to a number of conditions that you must comply with. Different visa conditions apply to you and your family members. Breaching a visa condition may result in the cancellation of your visa. The visa conditions include:

Course matching visa – 8516 – You must continue to satisfy the requirements on the basis of which your visa was granted. This means, for example, that you continue to have sufficient financial capacity to support your study and stay in Australia.

Enrolment – 8202 – You must remain enrolled in a registered course (unless you are a Foreign Affairs or Defence sponsored student or secondary exchange student, in which case you must maintain full-time enrolment in your course of study or training). You must maintain enrolment in a registered course that is the same level as, or at a higher level than, the registered course for which you were granted a visa. You must maintain satisfactory attendance in your course and make satisfactory progress for each study period as required by your education provider.

Health insurance – 8501 – You must maintain adequate arrangements for health insurance cover during your entire stay in Australia.

Change of address – 8533 – You must advise the University within seven days of your arrival in Australia of your current residential address and of any changes of address within seven days of each change. You must notify your education provider if you have changed universities or education providers within seven days of receiving your CoE or evidence of enrolment.

Harassment and discrimination
La Trobe University has policies and procedures to make it clear that discrimination and harassment of people on the basis of personal characteristics is unacceptable. La Trobe provides resolution for students who feel they are victims of harassment, sexual harassment or discrimination. Details of our Harassment and Discrimination Contact Officers can be found at:
latrobe.edu.au/students/wellbeing/harassment-and-discrimination

to promote the principles inherent in international, national and state legislation related to human rights, anti-discrimination and equal opportunity.

The centre offers:
- a support program for students who have a temporary or permanent disability, mental health illness, a hearing or vision impairment or long-term medical condition
- a support program for students from a refugee background
- an ally network for students who are gay, lesbian, bisexual, transgender, intersex and queer (GLBTIQ)
- a grievance conciliation service for students who believe they have experienced unlawful discrimination or harassment.

latrobe.edu.au/students/wellbeing

You can discuss your needs with a disability adviser by contacting:

Melbourne, City and Franklin Street campuses
T 03 9479 2900

Bendigo Campus
T 03 5444 7223

Albury-Wodonga Campus
T 02 6024 9628

Mildura Campus
T 03 5022 3629

Shepparton Campus
T 03 9479 8631

Sydney Campus
T 02 9397 7600
E studentservices-sydney@latrobe.edu.au

Staff in the international office can help answer any questions you may have.
Study Abroad and Exchange students

Study Abroad students take only one or two semesters at La Trobe. While doing so, they defer from studies at their home institution and pay international tuition fees to La Trobe University.

Exchange students study at La Trobe for only one or two semesters and come from a La Trobe University exchange partner institution. They remain enrolled at their home institution and do not pay tuition fees to La Trobe University.

Further information on Study Abroad and Exchange is available at: latrobe.edu.au/study/exchange-and-study-abroad

Enrolment conditions for Study Abroad and Exchange students

Attend the relevant enrolment session listed in your Orientation Guide, where representatives from your college will be available.

Bring along your most recent transcript, as well as a copy of your La Trobe University Letter of Offer to your enrolment session.

Course advisers will be available to discuss and approve any additional subjects you’d like to add to your semester enrolment. If there are prerequisites for the additional subjects, make sure you bring along any supporting documentation (e.g. syllabi) from subjects you have completed.

Remember, you must create your preliminary personal study timetable before you attend your enrolment session. This ensures any potential timetable clashes are resolved during enrolment.

At the Melbourne Campus, a timetable helper is available to help you during the Orientation.

Ensure you’re enrolled in a full-time study load. At La Trobe, full-time means between 45 and 60 credit points. Students who are required to ‘overload’ (take a maximum of 75 credit points to meet their home university requirements) need to seek permission from their college prior to enrolment. It’s your responsibility to ensure you enrol in the correct La Trobe University study load, as well as meet your home university’s requirements.

At the Melbourne Campus, a timetable helper is available to help you during the Orientation.

The Global Lounge

Come and talk to us about studying on exchange.

Upper East Agora (behind the Veloci Café)

Melbourne Campus

T 03 9479 2112

E studyabroad@latrobe.edu.au

Surf camp

New commencing Study Abroad and Exchange students can attend a weekend of surfing and getting to know each other at one of Victoria’s great tourist destinations – the Great Ocean Road.

Student exchange opportunities

La Trobe students from any campus (including international students) can study overseas on exchange during their course.

Participants enjoy a range of options, running from three weeks to one year. We have more than 150 exchange partner universities in over 45 countries.

To find out more about exchange opportunities and Student Mobility Grants for overseas short-term programs and clinical placements, visit: latrobe.edu.au/study/exchange-and-study-abroad
Sponsored students

Sponsored students receive financial assistance from a government, organisation or company (not private individuals or relatives) to undertake studies at La Trobe University.

New sponsors

If your sponsor organisation is not currently registered with La Trobe University, our Sponsored Programs team or your Admissions Officer will ask your sponsor to complete a Sponsor Registration Form, which is available from: latrobe.edu.au/study/how-to-apply/international/ sponsored-programs/information-for-sponsors

Once your registration is approved, the Sponsored Programs team at La Trobe International (LTI) will act as the central contact between you, your sponsor and the University in matters relating to the administration of your sponsorship. Both sponsor and student should note that non-payment of tuition fees by the designated due date may result in the sponsored student being unable to:
- access their library, student email or StudentOnLine accounts
- re-enrol in any course or subject
- receive results of any assessments
- receive an academic transcript
- graduate or receive any academic award.

Sponsored Student Orientation

All commencing sponsored students must attend a briefing during Orientation at the start of Semesters 1 and 2. This includes students who were previously enrolled at La Trobe Melbourne undertaking English Language Intensive Courses for Overseas Students (ELICOS), Diplomas or Foundation Studies.

Enrolment conditions for sponsored students

When you accept your offer to study at La Trobe, you sign your agreement with us to communicate with your sponsor on your behalf. From time to time, we’ll contact your sponsor about your academic progress, tuition fees, or other matters relating to your progress.

Sponsored students must first seek advice from Sponsored Programs at LTI if they want to make any of the following variations to their enrolment:
- change of course preference
- change of major
- enrol in less than a full-time load (under-loading)
- leave of absence (including deferral or suspension)
- discontinue (withdraw) from a course.

Your variation request is subject to sponsor approval under their agreement with La Trobe University, so you must get their permission before the change is processed. You must first contact Sponsored Programs for assistance before proceeding with a change through your college.

Extension of sponsorship

Sponsored students who experience difficulties during their studies, and find they need to extend the length of their stay in Australia must contact Sponsored Programs. This needs to be done at least three months prior to the original course end date or visa expiry date (whichever date is earlier) to allow enough time for seeking the necessary documents and approval from their sponsor.

Sponsored students should ensure they are fully aware of their specific sponsorship conditions, including any conditions about extensions.

Academic monitoring

Sponsored students also agree the University will liaise with their sponsor regarding their enrolment status, academic progress, and related sponsorship issues.

Australia Awards

The Australia Awards are prestigious scholarships for international students from developing countries who are chosen to study in Australia to further the national priorities of their home country.

The Awards are sponsored by the Australian Department of Foreign Affairs and Trade (DFAT).

The Australia Awards contact officers at La Trobe University are also part of the Sponsored Student team. They organise the Introductory Academic Program (IAP) at the beginning of each semester, and provide advice and support during your studies.

All Australia Awards students must retain a copy of the Australia Awards Scholarships Policy Handbook, as it is their key reference document. The Handbook is updated annually in January and can be downloaded from: dfat.gov.au/about-us/publications/Pages/ australia-awards-scholarships-policy-handbook.aspx

US financial aid students

La Trobe University participates in the William D. Ford Direct Loan Program. La Trobe administers Stafford and PLUS loans for US citizens (or eligible non-citizens) who meet criteria, including (but not limited to):
- being enrolled at least half-time in a degree program
- making satisfactory academic progress
- not being in default from a previous loan

Continuing students must re-apply for Financial Aid each year. Information for new students wishing to apply for US Financial Aid, and information for continuing students regarding their responsibilities as a borrower, can be accessed at: latrobe.edu.au/study/costs/financial-aid

It’s important you make financial plans for your university studies in advance. If you’re planning to apply for US Financial Aid, get a head start by contacting the LTI Financial Aid Officer as soon as you receive your Letter of Offer.

Once LTI has assessed and certified your loan with the US Department of Education, the funds should arrive in Australia within two weeks following the disbursement date.

Once your funds have been disbursed from the US, you’ll be asked to come to LTI. You’ll need to provide your banking details and complete the William D. Ford Direct Loan Program reconciliation form for the funds transfer.

Loans are usually due for disbursement on the first day of each semester, after you have officially commenced classes and your attendance has been confirmed by the college.

The funds will first be allocated to your tuition fees, and any remaining funds will be refunded to your nominated bank account for your living expenses.
Frequently asked questions

How do I apply for Advanced Standing (credit)?
If you’ve already received Advanced Standing for previous studies, you would have received a letter from your relevant college with your Letter of Offer. If the offer is conditional, you must provide evidence that you have satisfactorily met the condition(s) prior to or at the time of accepting your offer. The course duration shown on your Letter of Offer will reflect the amount of Advanced Standing received. If you didn’t request an assessment of Advanced Standing when you submitted your application for admission and you now wish to apply for Advanced Standing (on the basis of previous studies), you must apply for it at your enrolment session or before the commencement of the semester. You need to supply official evidence of having completed acceptable equivalent study with your application to the LTI office.

What if I arrive after enrolment?
Your application will need to be reassessed by LTI and the appropriate college. Please note, not all applicants are eligible for a change of preference or course transfer. Sydney Campus students should contact Student Services:

T 02 9397 7600
E studentservices-sydney@latrobe.edu.au.

As this process can take up to two weeks, you’re advised to attend all classes for the course you were initially accepted into. You’ll be advised by email if your application has been successful.

What if I enrol, then change my mind about studying?
If you enrol in a course at La Trobe University and subsequently decide you do not want to study, it’s important you notify the University in writing as soon as possible by filling out a Discontinuation of Enrolment Form.

You can download the form at:
latrobe.edu.au/students/enrolment/withdraw

Seek advice
Before you make the final decision to discontinue your course, please discuss your concerns with a course adviser from your college or with staff from International Student Services at LTI (see page 73 for contact details). LTI is obliged to report your discontinuation of studies to the Department of Immigration and Border Protection (DIBP) - this means your CoE is cancelled. You’ll be advised to either present a new CoE or to apply for a new visa, usually within 28 days and directly with DIBP. You may also be required to leave the country within 28 days. If you intend to study elsewhere in Australia, and are within the first six months of your principal course, you’ll also require a Letter of Release.

Refunds
If you’re eligible for a refund under the La Trobe University Refund Policy, you must also complete an Application for Refund Form available at LTI or at: latrobe.edu.au/students/fees-and-money/refunds

It’s important to remember if you do not formally discontinue your enrolment by the census date for your subjects, you won’t receive a refund for any tuition fees paid for that semester. If you discontinue your course before the census date, in your first semester of study, you may be eligible to receive a refund of half of your deposit. The census enrolment dates for each subject are indicated on your Statement of Account. See more on page 17.

If you want to change universities within the first six months of your principal course (based on the date on your CoE)
If you want to continue to study in Australia but at another institution, you’ll need to apply for a Letter of Release from LTI.

To apply, you need to complete a Request for a Letter of Release Form (this form is available at LTI), together with a letter explaining why you want to be released. If you have completed one full semester of study, but less than six months of your course, this is all LTI will require. If you haven’t completed the full semester of study, you’ll need to provide a copy of your Letter of Offer from the institution you wish to attend, as well as any other evidence that supports your application.

If you’re a sponsored student, we may require written permission from your sponsor to provide you with a Letter of Release (see page 30). You’re advised to continue attending all scheduled classes until a decision is made on your application. You’ll receive a response from LTI within ten working days from the date of your application. If La Trobe agrees for you to be released from your La Trobe course, you’ll need to complete a Discontinuation of Enrolment Form and have this approved by LTI and your college. There is no fee charged for a Letter of Release.

latrobe.edu.au/students/international/support/leaving/withdrawal

How to change my course?
If you want to change your course before your enrolment session, you’ll need to complete a Request for a Change of Course Preference Form. If you want to change your course after you’ve enrolled, you’ll need to complete an Application for Course Transfer. Both forms are available from the LTI office.

If you do arrive after enrolment, you must still register your arrival at LTI, ensuring you have your passport and a copy of your e-visa. You’ll then receive information on how and where to enrol, and also be advised of any additional enrolment sessions. It’s very important you enrol as soon as possible, so you can access facilities and services on campus. Late enrolment can result in some subjects being unavailable, as the quota may have been reached.

It may also mean you cannot sign up for your preferred laboratory, tutorial or practicum.

You must start attending classes as soon as you’re able. In some cases this means you may start classes before you’re officially enrolled in your subjects.

What if I arrive at enrolment?
We strongly discourage students from arriving late as you will miss Orientation and important sessions to assist with settling into student life. Entry into your course is not guaranteed if you cannot attend the first day of scheduled classes. Therefore, you must apply for an extension if you’re going to arrive later.

The decision to grant an extension is determined by your college and cannot be guaranteed.

Contact your agent to see if you’re eligible for an extension or contact LTI:
E intapplication@latrobe.edu.au

There are no extensions for some courses such as the Master of Business Administration (MBA). Arriving late means you’ll have missed some classes and will have to catch up on the content you’ve missed. You’ll also miss Orientation, which is crucial in helping students adjust to life and study at an Australian university. Late arrival to a course is not an eligible reason for Special Consideration (see page 24) during exams or later studies. Your first semester is usually the hardest, as you’ll be undergoing a big transition to life in Australia and studies at La Trobe University. For the best chance at success, we recommend you arrive at least one day before your scheduled registration.

Plan in advance and arrive early to give yourself time to adapt to leaving your home country and settle into life in Australia.

If you want to change universities after your enrolment session, you’ll need to complete a Request for a Change of Course Preference Form. If you want to change your course after you’ve enrolled, you’ll need to complete an Application for Course Transfer. Both forms are available from the LTI office.

If you want to change your course before your enrolment session, you’ll need to complete a Request for a Change of Course Preference Form. If you want to change your course after you’ve enrolled, you’ll need to complete an Application for Course Transfer. Both forms are available from the LTI office.
If you want to change universities after the first six months of your principal course

Once you’ve completed the first six months of your principle course, you don’t need a letter of release. You’ll need to complete a Discontinuation of Enrolment Form and have it approved by LTI and your college. LTI will not approve a Discontinuation of Enrolment Form if you have overdue fees.

Leaving La Trobe University

Once we’ve approved your discontinuation we’ll report to the DIBP that you’re no longer studying at La Trobe University, and your CoE will be cancelled. It’s your responsibility to ensure the DIBP is aware of your new education provider and of the course you have chosen.

Commencing with a new education provider

If you’re granted a Letter of Release, you’ll need to give it to your new education provider and apply for a new CoE with them. If your new course is in a different student visa subclass or Australian Qualification Framework (AQF) level to your course at La Trobe University, you may be required to apply for a new student visa.

You are strongly advised to report to the DIBP with your new CoE within 28 days of discontinuing your studies at La Trobe University. You may be granted a Leave of Absence for up to one year for compelling or compassionate circumstances. If you’re granted leave, the University must notify the DIBP of the changes in your enrolment. The reason for taking leave may affect your student visa status, see: latrobe.edu.au/students/enrolment/intermission

It is an immigration requirement that international students on leave of absence return to their home country for the period of leave.

What if I need a Working with Children (WWC) Check and a National Police Check?

Students who work with children as part of their course must comply with the Working with Children Act 2005. The Act affects students who undertake practical training in clinical or professional placements, such as a student nurse or student teacher. Students undertaking duties as residential assistants may also be required to obtain a WWC Check.

The Department of Justice does not impose a charge for student volunteers applying for a WWC Check. However, if a student is undertaking child-related work as a paid employee, a charge will apply.

WWC Check fees are published on the Department of Justice website: workingwithchildren.vic.gov.au

The Working with Children Policy and Students Working with Children Guidelines are on the La Trobe University website: policies.latrobe.edu.au

In addition, students who undertake clinical and professional placements in their course will be required to obtain a National Police Check. As the check is valid for 12 months only, students are expected to obtain a new clearance in each year of professional placements in their course.

I’m having financial difficulties, is any help available?

La Trobe University provides an interest-free loan and grant scheme for current students in financial need. The loan support must be related to students’ needs to complete their studies. Loan amounts greater than A$800 require an Australian guarantor, and generally you cannot receive a loan or grant to pay your tuition fees. In the case of urgent need in accordance with University policies, students may also apply for Emergency Aid (up to A$200) or a loan or grant (up to A$4 000). The repayment of Emergency Aid and grants is voluntary. For details visit: latrobe.edu.au/students/fees/assistance/loans

For more information or to apply, contact the Student Administration Office or the ASK La Trobe Help Zone. You can also contact Financial Aid at:

T 03 5444 7955
E finaid@latrobe.edu.au

La Trobe University Student Union (LTSU) provides a free financial counselling service to help students understand their financial situation and work together to deal with their issues both inside and outside the university. The Financial Counsellors are non-judgemental, qualified professionals who provide information, support and advocacy to people in financial difficulty.

For details, visit the LTSU office or contact:

T 03 9479 2314

Bendigo Students Association
Student Union Floor, Bendigo Campus
T 03 5444 7976
E bsa@bsabendigo.com.au

Albury-Wodonga Students Association
T 0419 423 056
E jmcathey@wsawodonga.com.au

La Trobe University provides an interest-free loan and grant scheme for current students in financial need. The loan support must be related to students’ needs to complete their studies. Loan amounts greater than A$800 require an Australian guarantor, and generally you cannot receive a loan or grant to pay your tuition fees. In the case of urgent need in accordance with University policies, students may also apply for Emergency Aid (up to A$200) or a loan or grant (up to A$4 000). The repayment of Emergency Aid and grants is voluntary. For details visit: latrobe.edu.au/students/fees/assistance/loans

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T 0419 423 056
E jmcathey@wsawodonga.com.au

La Trobe University
Get the most out of your student experience. Studying in Australia is more than just the course you choose. We’re proud of the wide range of volunteering and engagement opportunities at all eight of our vibrant locations.

Student Volunteer Hosts and e-friends

Every semester we invite current international students to become hosts or e-friends for new international students. Volunteering as a host or e-friend is a great way to become formally involved in the University’s services and activities, share your knowledge and experience, and make new friends. You also get terrific training and leadership opportunities, and formal recognition for your contribution (which looks great on your CV) – plus it’s fun! For more information, please keep an eye on La Trobe Times.

Reintegration Workshop

In this workshop, final year students reflect on their time at La Trobe and prepare for life after university. There are two streams: one for those returning home, and another for those planning to continue to live and work in Australia. Students receive information and tips to ensure an easy transition into the next stage of their lives.

Language and Cultural Exchange (LACE)

This program brings students at the Melbourne campuses together to exchange language skills and share knowledge about their own culture. International Student Services matches students based on their interests. We organise free on-campus lunches twice a year to facilitate engagement and enable students to make more friends. Other events include conversation classes and free Australian film and discussion nights.

Volunteering

Leadership, mentoring and volunteering programs are available to students at every La Trobe campus. Students have the chance to develop valuable skills for their future, while actively engaging in their campus and local communities.

Connect Mentors

Connect Mentors are La Trobe students who help you settle into university life. As peers, they know how it feels to be new and will help you connect with and get involved in your community. Meet the Connect Mentors during Orientation, where they’ll take you on campus tours, answer your questions, and introduce you to other students in your study discipline.

Connect Mentors maintain contact with you during the semester through online support; face-to-face events, or a mix of both, depending on your campus.

Weekend Break Program

The Weekend Break Program provides international students with the opportunity to participate in a cultural and friendship exchange, whereby students are invited to spend a weekend or day visit with local host families living within the region of one of our La Trobe campuses (Bendigo, Albury-Wodonga or Melbourne). This provides international students with a unique opportunity to experience local Australian lifestyle and culture in a new environment, and receive friendship, support and hospitality from local families.

Multicultural Week

International Student Services, the La Trobe Student Union, and the International Students Association come together to organise a week of cultural activities and events for domestic and international students, to celebrate our diverse university community and promote a culture of pride, appreciation and understanding.

To stay connected and find out what is happening you are automatically subscribed to La Trobe Times – our international student online newsletter.

Get Connected

Search and join our ‘La Trobe International Students Connect Group’ on Facebook to be the first to know what’s happening on campus and in the community.

facebook.com/groups/678947232696255

International Student Services, the La Trobe Student Union, and the International Students Association come together to organise a week of cultural activities and events for domestic and international students, to celebrate our diverse university community and promote a culture of pride, appreciation and understanding.
Events and trips

The International Students Association (ISA) runs trips and events throughout the year, including ski trips, beach adventures and interstate tours.

UniMates – international friendship program

Run at the Bendigo Campus, UniMates is a friendship program that brings international students and Australian students together for regular social activities in Bendigo.

Career workshops

Interactive career workshops help students prepare for work. Topics covered in the three interactive sessions include leadership and team skills, auditing and resume writing, and volunteering.

‘Bring-a-dish’ dinners

The Multicultural Student Club invites students to enjoy each other’s company and share cuisine from different cultures.

International evening

At this great event, run by the Bendigo Campus, you can meet people from many different cultures, learn to bush dance, and perhaps win a prize.

Student organisations and sports facilities

Melbourne, Franklin Street and City campuses

La Trobe University Student Union

The La Trobe University Student Union (LTSU) provides social activities, support and amenities to make your university life as enriching and enjoyable as possible. The Student Union coordinates an extensive social program including evening events, leisure courses and a weekly community market, as well as other key services such as information and referral services. There is also a postgraduate representative who maintains the interests and rights of postgraduate students.

The Student Union also organises Orientation activities for all new students, provides locker hire, and organises free lunches for members.

Membership is voluntary. The 2016 annual membership fee was A$40. The annual membership fee is half-price for students who commence in Semester 2 (July) and join only for the semester. Member discounts apply to many campus services and products such as food, books and car park permits. We also recommend you join if you require optical glasses or dental treatment, as the LTSU has negotiated some good discounts for members.

The LTSU is also an active, political student body, which provides services such as photocopying, facsimile and document binding, plus welfare support such as a food pantry and a free BBQ for students every Tuesday. LTSU funds more than 50 active clubs on Campus. The other major role of the Union is to provide student advocacy by representing students in meetings with academics and other staff, and assisting with preparation for unsatisfactory academic progress procedures. See page 23.

The BSA is a not-for-profit and membership-based organisation. It’s your hub for social activities, clubs, volunteer opportunities, sports and fitness, and many events throughout the year.

Bendigo Student Association (BSA)

As a major on-campus provider of service, advocacy and entertainment, the BSA’s role is to help students make the most of their time at university. The Association provides recreation and welfare services to help students manage and enjoy academic life.

The BSA is a social club run by international students, to unite and support students from around the globe who share an interest in diverse cultures. Various low-cost social activities are organised such as day trips to Melbourne and other destinations. Search for the Bendigo International Student Club page on Facebook.

Bendigo International Student Club (BISC)

Student clubs

Students run many cultural and recreational clubs. These groups aim to provide a support network, help you settle in to university life, and make like-minded friends. Being involved with a club or society may also give you the opportunity to learn new skills in event management and administration – useful additions to your CV for life after La Trobe.

Student clubs

Students can join many special interest groups, including the visual and performing arts, sports and fitness clubs, environmental groups and more.

Sporting activities

The on-campus Feelgood Fitness centre includes a gym and sport hall, and offers group fitness classes. For more information please visit: feelgoodfitness.com.au
If you want a chance to learn new skills or are required to participate in volunteer activities as part of your course, staff can help you find something just right for you.

Bendigo Student Association
Student Union Floor
T 03 5444 7514

Albury-Wodonga Campus

Wodonga Student Association
Representing students studying at our Albury-Wodonga Campus and the Wodonga Institute of TAFE, the Association strives to protect student rights and to provide a range of services, facilities and events including sports days, dance parties and concerts. Facilities include the Hangar (gym, bar and café) and the Building W Student Lounge. Members receive a range of free or discounted products and services on and off the Campus.
E wsa@wsawodonga.com.au
wsawodonga.com.au

Student clubs
Clubs at Albury-Wodonga include Bible studies, netball, Albury-Wodonga Allies in Rural Health, vegetable patch/gardening, and the Campus Film Club. Information on clubs and student groups is available on the Wodonga Student Association website:
wsawodonga.com.au

Join the International Student Club to connect with other students and take part in meaningful events and trips.
facebook.com/groups/LTISC

Sporting activities
Events include an inter-university sports challenge where combined university and TAFE teams compete. Sports include Australian rules football, rugby, tennis, netball, basketball, hockey, golf and pool.

Mildura Campus

Mildura Student Association
The Mildura Student Association represents students at the Campus. Its role is to organise and promote a range of social, cultural and recreational activities.
T 03 5051 4053

Shepparton Campus

La Trobe Shepparton Students Guild
The Guild represents Shepparton students and organises and promotes social, recreational and cultural events.
T 03 5820 8607
E shepparton@latrobe.edu.au

Sydney Campus

There are many student activities and events planned throughout the year. Have your say on how to improve the Sydney Campus by becoming a member of the Student Representative Council. The group consists of volunteer students who explore possible ways of enhancing the student experience. It’ll look great on your CV.

Find more information from the Facebook page:
facebook.com/latrobesydney
Accommodation
Accommodation Services at La Trobe has a wealth of knowledge and resources to help you find the right accommodation to suit your circumstances. From Homestay, to on-campus residences and off-campus private housing, there are a range of options to suit every budget and preference.
- latrobe.studystays.com.au
- latrobe.edu.au/accommodation

Homestay
The Australian Homestay Network (AHN) is a national team of experienced and dedicated staff who manage Homestay placements throughout Australia. Students are matched with a suitable Australian host according to their campus location and specific needs.

With Homestay, students have access to a fully-furnished room and amenities. Most initial placements are four weeks in length, unless a longer period is requested.

Students are welcome to extend their initial Homestay placement and can choose from a range of additional AHN Homestay and meal options, including traditional full-meals Homestay, dinner-only Homestay, or no meals Homestay.

For further information visit:
- homestaynetwork.org/latrobe-students
- then click on ‘join as a student’.
T 1300 697 829 (inside Australia)
T +61 2 8905 0321 (overseas)

On-campus accommodation
According to the Australasian Survey of Student Engagement (AUSSE, 2008), ‘students living in residence are equally, and in many instances, more engaged than others, particularly in terms of participation in active learning and enriching experiences, their interactions with staff, and their perceptions of support’.

On the Melbourne Campus, all first-year students are placed in a Study Focus Group with trained student mentors.

There are a range of different on-campus accommodation options at Melbourne, Bendigo and Albury-Wodonga, from single student through to families, self-catering or meals provided.

For further details about on-campus accommodation, visit the Accommodation Services website:
latrobe.edu.au/accommodation

Off-campus accommodation options
The private rental market is generally very competitive, and real estate agents or landlords may receive many applications for the one property.

Renting on your own or sharing with others has its advantages and disadvantages. There are lots of factors to consider.

When moving into a vacant house on your own, you’ll need to pay for connection fees for utilities (electricity, gas, telephone), furniture, a bond (usually equivalent to one calendar month’s rent), plus one month’s rent in advance. Before you start a tenancy (sign a lease or pay a bond), it’s advisable to know your legal rights and responsibilities as a tenant, and those of the agent or landlord.

If you want to share with others, we recommend all tenants are listed on utility bills (e.g. electricity, phone, gas, water). If your name is on a utility bill, you’re legally responsible for its payment, so it’s best to ensure that all other tenants are listed.

In share accommodation, you generally move into an established house, flat or unit. Connection fees are already paid and the rest of the house is usually furnished, but you may have to furnish your own bedroom.
Links and resources
You can look for housing advertisements and share accommodation in all campus locations at:

- latrobe.studystays.com.au
- latrobe.edu.au/accommodation/off-campus
- domain.com.au
- realestate.com.au/rent
- melbourneexchange.com.au
- flatmatefinders.com.au

Rental properties are also advertised at local real estate agents, in local newspapers or online. Campus-specific resources include:

**Bendigo**
*The Bendigo Weekly*
bendigoweekly.com.au

*The Bendigo Advertiser*
bendigoadvertiser.com.au

**Mildura**
*Sunraysia Daily*
sunraysiadaily.com.au
*Mildura Weekly*
milduraweekly.com.au

**Shepparton**
*Shepparton News*
sheppnews.com.au
*Shepparton Student Services*
T 02 5820 8600
E shepparton@latrobe.edu.au

**Albury-Wodonga**
The Border Mail
bordermail.com.au

You can also search for real estate agents and check on-campus noticeboards in Building 4.

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**Rental rights and responsibilities**

Make sure you understand all the conditions of any contract you sign, as well as payment and bond conditions and procedures. Don’t sign any contract or document if you’re unsure of what you’re agreeing to. More advice on choosing accommodation and suitable roommates is available at:

latrobe.edu.au/accommodation/off-campus/accommodation-options

Albury-Wodonga students should ask the Accommodation Officer for a copy of a guide called Renting: Your Rights and Responsibilities.

**Tenants Union of Victoria**

Find out about the Residential Tenancies Act and starting a tenancy. Standard leases, condition reports and other tenancy documents are available. Note: there are also publications in different languages.

T 03 9416 2577
tuv.org.au

**Consumer Affairs Victoria**

Offers advice and information for consumers including tenants.

T 1300 558 181
consumer.vic.gov.au
Top 10 reasons to live on campus

<table>
<thead>
<tr>
<th>Reason</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Better grades</td>
<td>Students living on campus have been shown to achieve better academic results than the general student population (Burge, L 2012 ‘Infinite possibilities: exploring opportunities for non-traditional students to become global citizens’, Widening Participation and Lifelong Learning, 13, Special Issue: 6–18).</td>
</tr>
<tr>
<td><strong>2.</strong> Convenient location</td>
<td>For most on-campus residents, your class is no more than a five-minute walk away. This also means you have better access to other university support services including the library and computer labs.</td>
</tr>
<tr>
<td><strong>3.</strong> Care and support</td>
<td>Get the support you need from students who have done it all before. At each residence, a team of student leaders is always on hand to help you out if you’re homesick or need a helping hand.</td>
</tr>
<tr>
<td><strong>4.</strong> 24-hour security and support</td>
<td>Students living on campus have access to a 24/7 helpline with direct access to on-site residential and security staff members. At the Melbourne Campus, there is an after-hours security bus that can escort you to and from the number 86 tram on Plenty Road late at night.</td>
</tr>
<tr>
<td><strong>5.</strong> Academic support programs</td>
<td>On-campus accommodation gives you access to a number of academic support programs, including the first-year mentoring program, textbook buying scheme, NET support program, and specialist subject tutors.</td>
</tr>
<tr>
<td><strong>6.</strong> Extensive Orientation programs</td>
<td>Living on campus also means that you can meet and make friends easily. The first time you’ll meet them is during Accommodation Services’ week-long Orientation program when you arrive.</td>
</tr>
<tr>
<td><strong>7.</strong> Diverse activities</td>
<td>If you like photography, drama, sports, music and other social activities, living on campus gives you access to these kinds of activities. You’ll have plenty of opportunities to become the next ‘Australian Idol’ or Aussie Rules superstar.</td>
</tr>
<tr>
<td><strong>8.</strong> ‘No fuss’ payments</td>
<td>Worried about money? Living on campus means you only pay for an academic year rental agreement of 42 weeks, instead of the 52 weeks you’d pay for if you were living off campus. This can be especially helpful if you want to travel during the summer break.</td>
</tr>
<tr>
<td><strong>9.</strong> Subsidised overseas trips</td>
<td>Have you ever wanted to see the world? Accommodation Services offers students the chance to participate in two to three week community and outreach programs to places such as Cambodia, Nepal, Thailand or Vanuatu. This is your opportunity to make a difference!</td>
</tr>
<tr>
<td><strong>10.</strong> Student leadership opportunities</td>
<td>Returning to residence means you have the chance to give back to our wonderful community by becoming a Student Leader. Get involved in our comprehensive training program, develop new skills and make the new residents’ experience as good as yours was when you first arrived.</td>
</tr>
</tbody>
</table>
Cost of living

This table shows the estimated average annual costs for a single student sharing rental accommodation, living in a one bedroom flat, living in homestay (i.e. living with a family or individual in their home) or living on campus (non-catered).

Some of these costs are based on 2016 prices. You should allow for a four to five per cent increase in living expenses per year after 2016. Total figures are for the 36 weeks of the academic year only. We have excluded the cost of clothing or travel expenses for leisure purposes.

<table>
<thead>
<tr>
<th>Establishment costs (once only)</th>
<th>Homestay fully catered</th>
<th>Homestay shared room no meals</th>
<th>Renting shared house or flat</th>
<th>One bedroom house flat</th>
<th>Chisholm College non-catered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond</td>
<td>0</td>
<td>0</td>
<td>651</td>
<td>1282</td>
<td>550</td>
</tr>
<tr>
<td>Rent in advance</td>
<td>1180</td>
<td>720</td>
<td>651</td>
<td>1282</td>
<td>0</td>
</tr>
<tr>
<td>Telephone, internet and utilities connection</td>
<td>0</td>
<td>0</td>
<td>55</td>
<td>143</td>
<td>0</td>
</tr>
<tr>
<td>Establishment costs (household items, furniture)</td>
<td>280 ¹</td>
<td>280 ¹</td>
<td>512</td>
<td>1100</td>
<td>680 ¹</td>
</tr>
<tr>
<td>Total</td>
<td>1460</td>
<td>1000</td>
<td>1869</td>
<td>3807</td>
<td>1230</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual costs</th>
<th>Books, stationery, etc.</th>
<th>Weekly costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, stationery, etc.</td>
<td>650</td>
<td>650</td>
</tr>
<tr>
<td>Weekly rent/board</td>
<td>295</td>
<td>180</td>
</tr>
<tr>
<td>Food/groceries</td>
<td>21</td>
<td>95</td>
</tr>
<tr>
<td>Personal items/health/clothing ²</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>Utilities (gas, electricity, mobile phone, internet)</td>
<td>23</td>
<td>23</td>
</tr>
<tr>
<td>Travel (public transport /fuel) ³</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>Spending money</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>Average weekly costs</td>
<td>491</td>
<td>449</td>
</tr>
<tr>
<td>Total estimate (one academic year = 36 weeks)</td>
<td>19 768</td>
<td>17 814</td>
</tr>
</tbody>
</table>

[¹] Placement fee for homestay service. [²] Includes non-refundable costs of social and transition programs and other miscellaneous fees. This cost may be less for students who are in-residence for only one semester or who commence at Semester 2 (July). [³] Limited on-campus accommodation available at Shepparton Campus.

Australian culture

Australians are known for their relaxed lifestyle, particular slang, and informality. Make sure you take the time to understand our proud Indigenous history. Be punctual for lectures and appointments, and be polite wherever possible. For more information visit: www.dfat.gov.au/about-australia/society-culture/Pages/society-and-culture.aspx

City and Franklin Street campuses

Students at the City and Franklin Street campuses should refer to the Melbourne Campus information. Generally the closer you live to the CBD the more expensive your rental costs will be.
**Students with a spouse and/or children**

Based on advice from the Department of Immigration and Border Protection (DIBP), if you have a family, you should allow at least A$10,954 per year for your spouse and A$2,970 for your first child. These amounts exclude tuition fees.


Remember to ask for a Students with Spouse and/or Children Guide at your La Trobe International (LTI) office. Visit: [latrobe.edu.au/students/international/support/publications](http://latrobe.edu.au/students/international/support/publications)

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### Average living costs for one student (A$) – indicative only

#### BENDIGO

<table>
<thead>
<tr>
<th>Type of Accommodation</th>
<th>Homestay fully catered all meals</th>
<th>Homestay shared room, non-catered</th>
<th>Renting shared house or flat</th>
<th>One bedroom flat, no meal, flat or apartment</th>
<th>The Units on campus catered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment costs (once only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond²</td>
<td>1180</td>
<td>521</td>
<td>645</td>
<td>152</td>
<td>650</td>
</tr>
<tr>
<td>Rent in advance</td>
<td>1180</td>
<td>720</td>
<td>645</td>
<td>152</td>
<td>650</td>
</tr>
<tr>
<td>Telephone, internet and utilities connection</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Establishment costs (household items, furniture)</td>
<td>650</td>
<td>650</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1460</strong></td>
<td><strong>1000</strong></td>
<td><strong>1610</strong></td>
<td><strong>3155</strong></td>
<td><strong>1230</strong></td>
</tr>
</tbody>
</table>

#### Annual costs

| Books, stationery, etc.                     | 650                             | 650                              | 650                           | 650                                         | 650                         |

#### Weekly costs

| Weekly rent/board                          | 295                             | 180                              | 120                           | 220                                         | 186³                        |
| Food/groceries                             | 20                              | 92                               | 92                            | 92²                                         | 92¹                         |
| Personal items/health/clothing¹           | 31                              | 31                               | 31                            | 31                                          | 31                          |
| Utilities (gas, electricity, mobile phone, internet) | 22                              | 22                               | 66                            | 110                                         | 23                          |
| Travel (public transport/fuel)³           | 27                              | 27                               | 27                            | 27                                          | 11                          |
| Spending money                             | 80                              | 80                               | 80                            | 80                                          | 80                          |
| **Average weekly costs**                   | **475**                         | **432**                          | **416**                       | **591**                                     | **423**                     |

| **Total estimate (one academic year = 36 weeks)** | **19,226**                    | **17,207**                      | **17,241**                    | **25,076**                                  | **17,100**                  |

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1. Assumes shared with two others.
2. Bond is usually refunded at the end of your stay provided no money is due, you have given the required period of notice, and that you have caused no damage to the property. Note that some private student accommodation providers will deduct a cleaning charge at the end of your stay.
3. Transport for education and work purposes.
4. Placement fee for homestay service.
5. Includes non-refundable costs of social and transition programs and other miscellaneous fees. This cost may be less for students who are in-residence for only one semester or who commence at Semester 2 (July).
6. Limited on-campus accommodation available at Shepparton Campus.
7. Tenants are legally liable to pay rent for 52 weeks when signing a lease for one year.
8. This includes facilities, services and internet connection and usage.
9. Different catering plans and casual dining options are available at all on-campus accommodation in Bendigo. For an extra A$99 per week, you receive five breakfasts from Mondays to Fridays, and four dinners Mondays to Thursdays.
10. Multiple accommodation options are available at Bendigo. In addition to The Units, there are the new Hillside Apartments, Orde House and The Terraces.
11. Costs will vary depending on your lifestyle.
Careers, employability, work and taxation

Student visa conditions

On an international student visa students may work up to 40 hours per fortnight during semester, including the entire advertised exam period. Work that is a formal, registered part of a course is not included in the 40-hour limit. Also excluded from the 40-hour limit is voluntary work that is:

- of benefit to the community
- for a non-profit organisation
- a designated and genuine volunteer position with no remuneration, either in cash or in kind (except for accommodation).

Students can also work unlimited hours during official university vacations once they have commenced their course in Australia. This includes any employment, volunteer work or work placements.

In some university courses, study demands allow little time for employment. Part-time work and vacation work are not always available, so students should not depend on this form of income to cover living expenses or tuition fees.

For up-to-date information on working while studying, visit: www.border.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders

Careers and Employment Advice

Got a question about your career options, further study, or getting a job? Attend a drop-in-session to get immediate assistance. Details on how to find a career consultant can be found from our website: latrobe.edu.au/students/careers/contacts

This service is free for all enrolled students.

Research candidates

Students who’ve commenced their Master’s by research or Doctorate in Australia have no limit on the number of hours they can work. However, they can only work a maximum of 40 hours per fortnight during any preliminary course (e.g. ELICOS).

Students studying a Master’s by research or Doctor of Philosophy have rules of candidature that permit them to work only eight hours per week, Monday to Friday, between the hours of 9 am and 5 pm.

In Australia, if you work and don’t provide your employer with a Tax File Number (TFN), you may be taxed at the highest rate of approximately 48.5 per cent.

Careers and employment services

La Trobe University recognises that international students undertake a personal and financial investment to study in Australia, and that students aim to improve their career prospects and graduate recruitment. Our careers consultants can help students to explore possible further studies and career outcomes. The Career Development Centre offers a range of programs on career planning, work readiness, professional mentorship, preparing resumes and letters of application, and interview and job-seeking skills.

The careers website contains a database of full-time, casual and part-time job vacancies, and provides access to Going Global – a comprehensive employment website that offers information on many countries and overseas employers.

Got a question about your career options or getting a job? Our careers consultants are available to talk to you during drop-in sessions, or respond to your enquiries online.

latrobe.edu.au/students/careers/careers

Tax file number (TFN)

A tax file number (TFN) is allocated to each taxpayer in Australia for taxation purposes. International students whose course of study is six months or longer, and who are visa holders with work rights, can apply for their TFN online upon arrival. This means you’ll also be considered an Australian resident for tax purposes, and therefore not required to pay tax on the first $18,200 (2016 rate, subject to change) you earn in a calendar year. Your employer will deduct tax from your pay during each pay period. However, tax on earnings of up to $18,200 will be refunded to you at the end of the financial year (30 June) when you submit a tax return.

Further information on the Australian taxation system and requirements is available in several languages directly from the Australian Taxation Office at: www.ato.gov.au/individuals

International students’ rights

Australia provides the world’s most rigorous protection for international students through the Education Services for Overseas Students (ESOS) Act 2000, ensuring you receive a quality education and protection as a consumer.

The ESOS Act protects your rights as a student, outlines your responsibilities as an overseas student, and importantly, sets the standards Australian education providers must obey when offering education services to overseas students.

- latrobe.edu.au/students/new-students/international/visa
- internationaleducation.gov.au

You can also ask for further information at LTI.

In 2016, Australia’s minimum wage was A$17.70 per hour under the Hospitality Industry (General) Award 2010. Employers and employees cannot have a rate of pay that is less than the applicable minimum wage. An employee may also be entitled to allowances or loadings, depending on their job and hours of work (e.g. a casual employee may be entitled to a casual loading). Your minimum rights and work conditions may be set by an award or workplace agreement. If you are unsure, check rules and work conditions with the Fair Work Ombudsman before signing any contract or workplace agreement.

13 13 94

To find out more, please visit: fairwork.gov.au

Students with families

For in-depth information and resources for international students who bring their husband, wife, and/or children with them to Australia, please see our separate Students with Spouse and/or Children Guide. Download a copy from our website or ask for a hard copy from International Student Services.
Transport and getting around

Glider: free campus bus
Get around the large Melbourne Campus easily and for free. The Glider operates between 8.30 am and 9.30 pm, Monday to Friday during semester.
latrobe.edu.au/transport-central/on-campusbus-services-melbourne

International Driving Permit
You may drive on a valid overseas licence while holding a student or other temporary visa, provided the licence is written either in English or is accompanied by an official English translation. An International Driving Permit is considered a valid translation. However, it’s important to note an International Driving Permit is not a license itself. For your International Driving Permit to be valid, you must also carry your overseas licence when driving.

If you don’t hold an International Driving Permit, contact the Victorian Interpreting and Translating Service (VITS). Translation takes about five business days to complete.

VITS
T 03 9280 1941
vits.com.au

Albury-Wodonga and Sydney
For information on translating services contact the New South Wales Government Community Relations Commission.
T 1300 651 500
multicultural.nsw.gov.au/our_services/interpreting_translation

Driving
Before you start driving in Australia, take some conditions and road laws. Some important rules

- You must not text or hold a handset while driving. Even having the phone on your lap while driving is against the law. Costly fines are issued to offenders.
- At some intersections in the Melbourne city centre, ‘hook turns’ are required. Marked with a black and white sign hanging high above the intersection, hook turn intersections are where drivers turn right from the left-hand lane.
- If you have small children, they are required by law to be seated in appropriate child restraints.

You can find out more by reading information, in our Students with Spouse and/or Children Guide on our website, or the VicRoads website: vicroads.vic.gov.au

Other elements of road safety are explained at: latrobe.edu.au/experience/living/safety/road-safety

Learner Driver’s Permit
If you don’t have a driver’s licence, you’ll first be required to obtain a Learner Driver’s Permit. You’re then subject to the rules of a learner driver and won’t be able to drive independently.

vicroads.vic.gov.au/licenses

After you’ve got your Learner Driver’s Permit and have met the practice requirement, you can then apply for your probationary driver licence. Find out more on how to apply for your license to drive in Victoria or New South Wales here:

Vic Roads
vicroads.vic.gov.au

Service NSW
service.nsw.gov.au

Buying a car
We recommend you read information on buying a car before you make a purchase. See: consumer.nsw.gov.au/motor-cars

Albury-Wodonga and Sydney
Remember that Albury and Sydney are in the state of New South Wales, so different road rules apply. Find out more by visiting: mms.nsw.gov.au

Car parking
All car parking spaces on the Melbourne Campus require a valid car parking permit Monday to Friday, 8am–5pm. Outside of these hours, parking is free. In 2016, new ticketless parking options have been implemented at the Melbourne Campus. Annual on-campus parking permits can be purchased online on the Transport Central website. For general parking, a full-year permit (white) can be purchased for A$260 (2016 price, subject to change).

La Trobe Student Union (LTSU) members receive a discounted parking permit price of A$240 (see page 38 for details on the Union). If you arrive in second semester a parking permit is around half price. All motorists (other than motorcyclists) who want to use the car parks on campus must have a valid parking permit.

Casual parking is also available from A$5.50 per day. In most car parks, you can pay for your parking from the Pay by Plate parking meter machines. However, in car parks 2A, 2B and 2C, only CellOPark Pay-As-You-Go (PAYG) parking or uPermit Parking is available. To use CellOPark PAYG you first have to register. There are three ways to register:

- download the CellOPark app
- register online at cellopark.com.au
- register by phone: 03 9111 1799.

To use CellOPark you’ll need to select one of these payment methods:

- direct debit via your credit/debit card
- CellOPark pre-paid card available from the La Trobe University Student Union located in Agora West.

latrobe.edu.au/transport-central/car-parking/melbourne-parking

Cycling
Cycling is a fun and affordable way to travel, and you even get some exercise on the way. Melbourne and regional Victoria are becoming increasingly bike-friendly, with a larger number of bike paths and lanes for safe transit. Certain road rules apply including:

- no riding on footpaths
- you must wear an approved safety helmet (except for medical and/or religious reasons)

- bicycles must have a bell or horn, an efficient brake and, when riding at night, a white headlight, red tail-light and red rear-reflector.

See the Bicycle Victoria website for information on your responsibilities as a cyclist: bicycletournetwork.com.au
Bicycle NSW for Albury-Wodonga and Sydney: bicyclessw.org.au

Bike share program
There are free bikes you can share to get around the Melbourne Campus, or to simply go for a relaxing bike ride. See: latrobe.edu.au/transport-central/cycling/bike-share-program

Buying a bike
To buy an inexpensive bicycle, look in the Trading Post online (see tradingpost.com.au), second-hand shops, eBay and newsletters distributed on your campus.

CERES Environment Park in Brunswick repairs used bikes and sells them at a very reasonable price: thebikeshed.org.au

Maps
Whether you’re relying on public transport or driving your own car, besides relying on your mobile phone or laptop for directions, it might be a good idea to buy a digital or hard copy local street directory that includes bus, train and tram routes (including stop numbers).

Melway (Victoria), Sydway (NSW) and UBD are street directories available from the campus bookshop or other bookstores.
street-directory.com.au

Getting around Melbourne

Tickets and fares
Myki is a reusable smart card on which you store money to pay your public transport fares. You can top up money on your myki card online, by using a myki machine at train stations, or at a myki retail outlet or 7-Eleven.

To use myki, just hold your card over the sensor each time you enter and depart a train station, tram or bus. This is called ‘touching on’ and ‘touching off’. You can buy a myki card online, at metropolitan premium train stations, some
The metropolitan public transport system incorporates train, tram and bus services. You can change between services as often as you like on the one ticket as long as you scan your myki on each service.

Public Transport in Metropolitan Melbourne covers two zones, Zone 1 and Zone 2, and includes a zone boundary overlap. Fares are based on the zones where travel occurs, whether in a single zone or across both zones.

**Melbourne Campus**

The Melbourne Campus is located in an overlapping area – Zone 1 is the inner zone for public transport in metropolitan Melbourne and Zone 2 is the outer zone. You can now travel on trains, trams and buses across Zones 1 and 2, for the price of a Zone 1 fare. If you’re only travelling in Zone 2, you can get the cheaper Zone 2 fare.

The route 86 tram, and route 250 and 350 buses, run straight from the city centre to the Melbourne Campus. The South Morang Line train to Reservoir connects with the 301 bus (during semester) or 561 bus, while the Hurstbridge Line train to Heidelberg connects with the 551 bus.

City campuses

The Franklin Street Campus is located in the Melbourne central business district (CBD) and is easily accessible by public transport, bike or car. Bus routes 220, 232 and 546 all stop close to the Campus. The nearest train station is Flagstaff Station, and there are a number of trams with stops nearby. Visit: latrobe.edu.au/franklin-st/location

The City Campus is within walking distance from Flinders Street Station (five minute walk) and Southern Cross Station (12 minute walk). Students can take routes 11, 48 or 109 and get off at the Queen Street and Collins Street tram stops. The most convenient route for you depends on where you are travelling from. Visit: latrobe.edu.au/city/location

Train and tram services generally operate from 5 am to 2 am Monday to Saturday, and 6 am to 1 am on Sundays. Operating hours vary for local bus services.

On Friday and Saturday nights, as part of the Night Network trial, Victoria is running all-night metropolitan trains, trams, late night buses and 2 am coach services to key regional centres.

In addition to the free route 33 City Circle tram, a new Free Tram Zone in Melbourne CBD was implemented in 2015 and the area covers the iconic Queen Victoria Market, across to Victoria Harbour in Docklands, up to Spring Street and over to Flinders Street Station and Federation Square. You don’t need a myki when travelling on trams within this zone. However, if your journey starts or finishes outside the boundaries of the Free Tram Zone, you must ‘touch on’ with your myki in the normal way to make sure you have a valid ticket.

You should check the website for up-to-date information on timetables and routes at:

**Concession fares**

In Victoria, only Australia Awards undergraduate students or students on a formal student exchange program are eligible for transport concession.

However, under a new three-year trial, international students studying in Melbourne (including City and Franklin Street campuses), on an undergraduate program, can have 50 per cent off a 365-day public transport pass. All other international students must pay the full fare. If you travel without a valid ticket, or on a concession ticket without a concession card, you are at risk of being fined by ticket inspectors.

**Taxis**

Taxis are an expensive form of transport – for example, a fare from the city centre to Bundoora (Melbourne Campus) costs more than A$50. You can calculate a taxi fare online: taxifare.com.au

The following companies offer services in and around Melbourne:

- **Northern Suburban Taxis**
  T 131 008

- **Silver Top Taxis**
  T 131 119

- **13Cabs**
  T 132 227

**Getting around Sydney**

**Tickets and fares**

You will need an Opal card to use public transport in Sydney. Opal cards are reusable smart cards that you store money to pay your public transport fares. You can top up money on your Opal card online or by using the machine at train stations, or at an Opal retail outlet or 7-Eleven.

To use your Opal card, just hold your card over the sensor each time you enter and depart a train, ferry or bus. This is called ‘touching-on’ and ‘touching-off’. You can buy an Opal card online, at metropolitan premium train stations and some retail outlets including 7-Eleven.

**Mobile apps for public transport information**

The Public Transport Victoria (PTV) app is your one-stop-shop for Victorian public transport journey planning information and is free to download from the Apple store or Google Play store. For more information, go to:

ptv.vic.gov.au/getting-around/mobile-apps

ptv.vic.gov.au/tickets/myki

Train stations closest to the Campus. Both trains run straight from the city centre to the Melbourne central business district (CBD) and is easily accessible by public transport, bike or car. Bus routes 220, 232 and 546 all stop close to the Campus. The nearest train station is Flagstaff Station, and there are a number of trams with stops nearby. Visit: latrobe.edu.au/franklin-st/location

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opal.com.au
Public transport
It is easy to travel to the city via train, bus, ferry or light rail. For more information and to plan your trip, visit:
transportnsw.info

Getting around Bendigo

Buses
Bendigo buses operate regularly between the Campus and Bendigo city centre, with bus stops conveniently located around the Campus. The bus runs on the myki smartcard system.

You can buy a myki card online, at the Bendigo train station, post offices and at some retail outlets. International students (except those who are eligible to buy a concession myki) pay the full fare price, approximately A$2.40, valid for two hours in one travel zone (2016 fare, subject to change). Timetables are available at LT1 (regional campuses), from the Bendigo Student Association, from bus drivers and at the railway station.

The bus service also runs directly between the Campus and the railway station until 6.30 pm.

Car parking
All parking on the Campus requires a permit, which may be purchased from the Student Administration Centre (the 2016 annual fee was A$66.50, subject to change). If you arrive in Semester 2 (July), the parking permit is half price. For further information, contact:

Parking, Infrastructure and Operations
T 03 5444 7409

Taxis
Taxis are considered an expensive option.

The average fare from the Campus to the centre of Bendigo is about A$15-20.
T 131 008

Getting around Albury-Wodonga

Student concession cards
Albury-Wodonga is on the border of two states: Victoria and New South Wales. There are different rules and regulations on either side of the border. In Victoria, only specific students or students studying on a formal student exchange program are eligible for a public transport concession card (see under ‘concession fares’ on page 57). In New South Wales, international students may use an International Student Identity Card, purchased from STA Travel, to get a concession fare on CountryLink trains from Albury. Please also refer to ‘trains’ on page 58.

Maps
Whether you are relying on public transport or driving a car, it’s a good idea to have a local street directory. You’ll be given a local map, as well as train and bus timetables, in your Welcome Pack from International Student Services (Albury-Wodonga) on arrival.

Buses
A local bus service, Dysons, runs frequently between the city centre and the Campus on weekdays. For local bus timetables:
T 1800 686 442
dysongroup.com.au

NSW
T 132 232
nswtrainlink.info

Cycling
Traffic is usually light on most local roads. Some roads have a dedicated bicycle lane, so students may choose to cycle to university. Remember that bicycle helmets are compulsory.

Taxis
Taxis are an expensive mode of transport.

Albury Taxi Company
T 02 6025 2255

Wodonga Taxi Company
T 02 6024 3444

Getting around Shepparton

Buses
Shepparton Transit operates regular buses around the Campus and city centre, with bus stops located near the Campus on route seven. The bus runs on a flat fare structure and each ticket is valid for two hours. International students pay the full fare: A$2.40.

Maps
Whether you are relying on public transport or driving a car, it’s a good idea to have a local street directory. You’ll be given a local map, as well as train and bus timetables, in your Welcome Pack from International Student Services (Albury-Wodonga) on arrival.

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Albury Taxi Company
T 02 6025 2255

Wodonga Taxi Company
T 02 6024 3444

Getting around Mildura

The main Mildura Campus building is located at 471 Benetook Avenue. Sunraysia bus routes 400 and 401 provide easy access to the Campus. Free parking is also available.
Sunraysia bus routes 100, 200, 271, 250, 300, 400 and 401 provide access to the central Mildura Campus building, located at 29 Deakin Avenue.
Parking is also available. For information on transit timetables visit: buslink.com.au/your-bus-service/mildura/

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Taxis
Taxis are an expensive mode of transport.

Albury Taxi Company
T 02 6025 2255

Wodonga Taxi Company
T 02 6024 3444

Driving
Albury-Wodonga is on the border of two states: Victoria and New South Wales. Different road rules apply. We recommend you obtain the ‘Buying a Car’ information sheet from International Student Services (Albury-Wodonga). See page 54 for general information on driving in Australia.

Car parking
Parking on the Campus is free of charge (permits are not required). Students can use the marked spaces on either side of University Drive (between the soccer/football grounds and the TAFE) and in the north and south car parks.

Free parking is located near the building in Stewart Street and surrounding streets, but time limits apply. For more information, contact Campus Administration:
T 03 5821 8600

Getting around Mildura

The main Mildura Campus building is located at 471 Benetook Avenue. Sunraysia bus routes 400 and 401 provide easy access to the Campus. Free parking is also available.

Sunraysia bus routes 100, 200, 271, 250, 300, 400 and 401 provide access to the central Mildura Campus building, located at 29 Deakin Avenue.

Parking is also available. For information on transit timetables visit: buslink.com.au/your-bus-service/mildura/
Shopping and food

Melbourne
There is an abundance of multicultural food in Melbourne. Major supermarkets such as Coles and Woolworths are generally open from about 6 am to 10 pm, and some stores are open 24 hours, while independent and other supermarkets generally open from 7 am to 7 pm most weekdays and 5 pm on weekends. You can save money by buying fresh produce, as it’s not subject to the Goods and Services Tax (GST).

There are also 24-hour convenience stores but these are generally more expensive. Department stores, shops and boutiques in the Melbourne Central Business District (CBD) or city, and in surrounding shopping precincts, are generally open from 9 am or 10 am to 5 pm or 6 pm, Sunday to Wednesday and Saturday.

Late night shopping is generally available on Thursdays and Fridays until 9 pm.

Polaris, a new shopping complex, is located next to the Melbourne Campus on Plenty Road, Uni Hill Factory Outlets, further north in Bundoora, is a large shopping centre with department stores. Northland Shopping Centre in Preston is also close to the Campus:
- polaris3083.com.au/town-centre
- uhfo.com.au
- northlandshopping.com.au

Halal
A number of eateries on the Melbourne Campus provide halal food. A list of halal food is available in our Muslim Student Guide. Download a free copy from our website: latrobe.edu.au/students/international/support/publications

Kosher food
For extensive lists of places that offer kosher food around Melbourne, visit: jewishaustralia.com/food.htm

Vegetarian
Vegetarian food is readily available in Melbourne. Vegetarian options are also available at most eateries on the Melbourne Campus. For a directory of vegetarian and vegan food, supermarkets and restaurants in Australia, visit: vegvic.org.au

Markets
Markets usually have the freshest and cheapest fruit, vegetables, meat, poultry, seafood, smallgoods and the best range of food from many different cultures.

In Car Park 2 on the Melbourne Campus, there is a market from 9 am to 1 pm each Sunday with fresh vegetables, bread, nuts, fruit, plus some shoes and clothing.

latrobe.edu.au/community-engagement/access/kingsbury-drive-community-market

A farmer’s market takes place on the first Saturday of every month from 8 am to 1 pm at Bundoora Park, which is about a 15-minute walk from La Trobe University’s Melbourne Campus on Plenty Road: rfm.net.au

The Preston Market (next to the Preston train station) is an authentic, bustling multicultural market and has some of the cheapest and freshest produce in the region. There are Greek, Asian, Indian, Italian, Arabic and European specialist food stores as well as a range of cheap clothing. It’s open Wednesday from 8 am to 3 pm, Thursday 8 am to 6 pm, Friday 8 am to 8 pm and Saturday from 8 am to 3 pm. The Asian grocery stores are open every day:

prestonmarket.com.au

Melbourne’s biggest market, the Queen Victoria Market, located in the city centre, is open Tuesday and Thursday 6 am to 2 pm, Friday 6 am to 5 pm, Saturday 6 am to 3 pm and Sunday 9 am to 4 pm. In summer, there is a very popular night market every Wednesday with a wide range of food stalls from around the world, live music, clothing stalls and locally-made goods:

qvm.com.au

Sydney
A truly multicultural city, you can find almost every cuisine in Sydney. There are also cuisine-specific precincts including China Town, Thai Town, Korea Town and the Latin Quarter. Halal, kosher and vegetarian food are readily available. The main supermarkets are usually open seven days from 8 am to late at night and the CBD Woolworths is open until midnight.

Major shopping centres include the Queen Victoria Building, Westfield Pitt Street Mall and The Strand. Most department stores and other shops are open from 9 am to 5.30 pm, seven days a week. Late night shopping is available on Thursdays.

Bendigo
Department and retail stores are generally open from 9 am to 5.30 pm on weekdays, with late night shopping on Thursdays and Fridays. Most small retailers and all major shops are open on weekends. There is an abundance of multicultural food in Bendigo and halal food is readily available. The Bendigo Community Farmer’s Market runs on the second Sunday of each month, offering fresh regional and seasonal produce. There are many supermarkets, with one located only a five-minute walk from the Bendigo Campus.

Halal
There are many butchers in Bendigo offering halal meat. Please contact the LTI regional office for lists of butchers in Bendigo.

Albury-Wodonga
Department stores and most other shops are open from 9 am to 5.30 pm. Late night shopping is available on Thursdays in Albury and Friday nights in Wodonga. All major stores and a lot of smaller shops are open on weekends. Arnold’s Fruit and Vegetable Market in Wodonga usually has the lowest-price fruit and vegetables and customers can order online: arnoldsonline.com.au

For hot tips on getting things cheap (furniture, groceries, clothing etc) download a copy of the Cheap and Free Guide from our website, or ask for a hard copy from International Student Services.
Shepparton

Shepparton is a vibrant centre of rural agriculture, including fruit orchards and dairy farms. There are a number of discount stores, including the SPC Ardmona shop, which sells cheap local fruits and other products. The Campus is located in a convenient area next to the local community college, at the edge of the town centre. There are more than 400 retailers in Shepparton, including a number of supermarkets. Coles supermarkets are open from 7 am until midnight everyday.

greatershepparton.com.au/visitors

La Trobe Community Gardens

You may like to grow your own vegetables in one of the La Trobe Community Gardens at Melbourne, Bendigo and Albury-Wodonga campuses. Gardening tools and some seeds are also available. To get in touch, check out the Community Garden Group Facebook page or email: E communitygarden@latrobe.edu.au

latrobe.edu.au/sustainability/practices/community-garden

Entertainment and recreation

Melbourne

Melbourne has a thriving live music scene, art galleries, museums and a multitude of major festivals and events such as the Comedy Festival, the International Film Festival and the Fringe Festival, to name a few. For comprehensive guides to what’s on in Melbourne, check the street press (Beat or The Music), or the shortlist section of The Age newspaper on Fridays.

The cost of attending theatre, cinema and sporting events can vary. Cinema tickets are normally cheaper on Tuesdays, and tickets may be half-price on Mondays at art house cinemas. Students can use their La Trobe University student card for concession prices at many events.

For theatre or classical music, visit Halfix in the Melbourne Town Hall. This outlet offers discounted tickets to many shows (and sometimes bus trips) on the day of performance.

halfix.com.au

Some companies offer ‘student rush’ tickets – usually purchased an hour before the starting time – at a reduced price. These include the Melbourne Theatre Company, the Melbourne Symphony Orchestra and the Malthouse Theatre. La Trobe University also offers free or inexpensive movies, plays, live comedy shows and concerts on all campuses. Many sporting and recreational facilities are available at the Melbourne Campus.

latrobe.edu.au/experience/events

Other sites with information on cheap or free events include:
- thats melbourne.com.au
- timeout.com/melbourne

Print a copy of our Cheap and Free Guide:
latrobe.edu.au/students/international/support/publications

Sydney

The city is home to a lively arts and culture scene, a stunning harbour, more than 100 beaches and more than 400 parks, fine food and wine, world-class shopping and more. The city also presents a broad calendar of events spanning sporting competitions, innovative exhibitions and internationally acclaimed performances. With so many events to attend and attractions to discover year round, you’ll find many ways to experience the vibrancy of Sydney!

sydney.com/things-to-do

Bendigo

Bendigo has a variety of social, cultural and sporting facilities plus concerts, theatre and art shows. Bendigo is home to the highly-acclaimed Bendigo Art Gallery, which regularly hosts international exhibitions. The Capital and the Ulumbarra Theatres have a full performance schedule all year, hosting performers from around the globe. Concession entry is available at cinemas and other entertainment venues.

The Bendigo Student Association, based at the Bendigo Campus, provides numerous sports, social and recreation options at heavily-discounted rates. There are many places to visit close to Bendigo, and surrounding towns are known for their food, produce and art.

- bsabendigo.com.au
- bendigotourism.com.au

Albury-Wodonga

Albury-Wodonga has shopping areas, a six-screen cinema, restaurants, pubs, clubs and theatres, botanic gardens and museums. The rural district has a range of outdoor activities, tourist attractions and sports, from table tennis to archery, snow skiing to skydiving. For further information, see the Time Out section under the Community tab of The Border Mail newspaper:

- bordermail.com.au
- wodonga.vic.gov.au

Mildura

This thriving regional food and wine district boasts an increasing number of multicultural, sporting and culinary events, and has a growing list of award-winning restaurants and bars. There’s a cinema and many sporting and recreational facilities in the region.

visitmildura.com.au

Shepparton

A range of agricultural, cultural and sporting events are held on a regular basis.

greatershepparton.com.au/visitors
Sporting events
As the world’s most liveable city, Melbourne prides itself as being the sports capital of Australia. Besides the popular national Aussie Rules football, there’s also rugby league, rugby union, and soccer (football). Melbourne and Victoria host a number of international sporting events – the Australian Open Grand Slam Tennis Tournament, Formula One Grand Prix, Australian Masters Golf, Australian Motorcycle Grand Prix, Rip Curl Pro Surfing Championship, Spring Racing Carnival and international cricket matches. 

Make sure you read La Trobe Times for information on offers, group discounts and free tickets.

Festivals
Victoria hosts more than 2,500 festivals and community events each year:
- visitvictoria.com
- thats melbourne.com.au
- fed square.com/events
- multicultural.vic.gov.au

Local shires and councils offer a range of exciting multicultural and diverse community festivals. Check out your local council or shire website, or local newspaper for more information. To find your local council, visit:

New South Wales lgnsw.org.au

Social lounge – The Couch
International students in Melbourne have access to a dedicated international student lounge in Carlton. The Couch provides a place for international students to relax, socialise, and access a range of support services and information.
facebook.com/thecouch614

Insider Guide
Written by local students, the Insider Guide has everything you’ll need to familiarise yourself with the “world’s most liveable city”. Download the Insider Guide for Melbourne or Sydney.
insiderguides.com.au

Religious facilities
Chaplaincy
Representing all Christian denominations, the Chaplains offer support and nurturing to visitors of the Chaplaincy, and can assist people with understanding and exploring their faith. The La Trobe Chaplaincy on your campus can help you to contact and join local churches, mosques, synagogues and temples, meetings, clubs and groups on campus, and help with marriage preparation and weddings. The Chaplaincy also refers people of different religious faiths on where to go for worship:
latrobe.edu.au/chaplaincy

Melbourne, City and Franklin Street campuses
Catholic
T 03 9479 2979
Presbyterian
T 03 9479 1479
T 03 9479 3180
Orthodox Christian (Wednesday and Friday)
and Anglican
T 03 9479 2775

Bendigo Campus
T 03 5444 7939

Albury-Wodonga Campus
T 02 6024 9753

Mildura and Shepparton campuses
latrobe.edu.au/chaplaincy

Sydney Campus
Contact Reception for information on local places of worship.
T 02 9597 7600

Muslim prayer facilities
Muslim students can collect a free Muslim Student Guide from all LTI offices. It contains specific information on support and facilities for Muslim students. Visit the website for up-to-date information: latrobe.edu.au/students/new-students/international/settling/faith/muslim-students

Melbourne Campus
La Trobe University has separate prayer rooms and ablution facilities for men and for women. Congregational prayers are conducted Friday lunchtimes in the brothers’ and sisters’ prayer rooms (Education 2 building). Please note the facilities are locked and available during the day. A senior member of the Muslim community has the key to the prayer room for use outside University business hours. There is an ablution facility directly opposite the prayer room. If the room is locked contact:
Campus security
T 1800 077 043

Bendigo Campus
Prayer meetings are conducted regularly in the prayer room in the Engineering Building. The facilities are unlocked and available during the day. A senior member of the Muslim community has the key to the prayer room for use outside University business hours. There is an ablution facility directly opposite the prayer room. If the room is locked contact:

Albury-Wodonga Campus
A room for prayer is available on request through International Student Services.
T 02 6024 9847
E studentservicesaw@latrobe.edu.au

Shepparton Campus
Off campus: Shipparton Mosque
49 Tenth St mildura
T 03 5023 7662

Franklin Street and City campuses
Off campus: Jeffcott St Mosque
66–68 Jeffcott St West Melbourne
T 03 5825 4755

Mildura Campus
Located in the Mildura Office Annexe, on the Campus on Benetook Avenue, a prayer room is available on request. Please contact reception for access.

Shepparton Campus
Off campus: Shepparton Mosque
8 Acacia St Shepparton
T 03 5825 4755

Sydney Campus
Separate prayer rooms for men and women are located on Level 2 (rooms 2.05 and 2.06).
Health and wellbeing

Overseas Student Health Cover

As a condition of a student visa, all international students must have Overseas Student Health Cover (OSHC) for the duration of their visa. OSHC offers medical and hospital cover for international students and their dependants while they are in Australia – it’s a similar standard of cover as what is provided to Australian citizens under the public Medicare system.

We strongly recommend you read your OSHC Essentials policy and what it covers, as there are some exclusions such as pre-existing illnesses. If you do require treatment you may also be required to pay up front and then claim back any refunds you’re entitled to.

La Trobe University currently has an agreement with Allianz Global Assistance, a private health fund, for the provision of OSHC. If you have purchased your OSHC through Allianz Global Assistance you’ll be covered from the moment you enter Australia, even though you haven’t yet obtained your membership card.

You’ll be given information on how to get your membership card and how to make claims during Orientation. Alternatively, see Allianz Global Assistance representatives at the Melbourne Campus on Monday to Thursday from 10 am to 4 pm at La Trobe International (LTI).

You can download My OSHC Assistant App from the Apple Store or Google Play and have easy access to an e-membership card, your policy information, making claims, and doctors located near you.

OSHC by Allianz Global Assistance offers a 24-hour emergency helpline, including an interpreting service, legal advice and medical assistance (some information is provided in other languages):

T 1800 814 781 (freecall in Australia)
oshcallianzassistance.com.au

Only student visa holders are eligible for OSHC insurance.

Exceptions

Some countries have a Reciprocal Health Care Agreement with Australia. If you’re from the United Kingdom, Sweden, the Netherlands, Belgium, Slovenia, or Italy you have access to some health cover but you still have to have OSHC (except Belgian students). You’ll need to visit a Medicare Australia office with your passport and visa to get a Reciprocal Health Care Card.

To find out about your entitlements, visit the Department of Human Services:

Overseas Visitor Health Cover (OVHC)

Allianz Global Assistance OVHC is medical insurance designed for visitors and temporary residents. The Australian Department of Immigration and Border Protection (DIPB) requires all holders of a temporary residency visa to maintain OVHC during their entire stay in Australia.

The health cover subsidises the cost of hospital medical treatments, prescription medicines, emergency ambulance transport and surgically implanted prostheses. More details:
ovahcallianzassistance.com.au

Accessing medical services

In the first few weeks after your arrival, we recommend you find a medical clinic close to your campus or accommodation. Register yourself at the clinic, and keep a note of their contact details so you can easily make an appointment when required.

The OSHC website and My OSHC Assistant app has a useful ‘Find a doctor’ function. Find one near you by visiting:
oshcallianzassistance.com.au/member_student/medical_providers.aspx

In Australia, doctors are also called GPs (General Practitioners). A doctor works in a Medical Centre, Surgery, Clinic or Practice. A pharmacy (drug store) is also called a chemist.

There is a shortage of doctors in many areas, so you may be unable to register with the doctor nearest to you. You may find it easier to get an appointment if you’re prepared to see any of the doctors in a Medical Centre.

Unless it’s an emergency, consult a doctor or GP in a clinic, not in a hospital. You can call the OSHC emergency helpline to talk to a medical professional 24 hours a day, seven days a week. Interpreting and legal services are also available by calling this number:

T 1800 814 781

You can also access the Doctor by Phone service, which offers:
– free call to an Australian Registered Practicing Doctor
– interpreters available
– consultations by FaceTime or Skype
– if required, prescription medicine can be sent to the nearest pharmacy.

This service is free for Allianz Global Assistance policy holders.

You can also telephone the Victorian Nurse-on-Call service to get immediate health advice from registered nurses, 24 hours a day. Call this number if you think you may be developing a non-critical medical condition and need advice:
T 1300 60 60 24

Students in Sydney who need non-critical after-hours medical support can call 13 SICK (13 7425).

If you’re unable to get an appointment with a doctor and are in urgent need of medical treatment, go to the Accident and Emergency Department of a public hospital. This department is open 24 hours a day and specialises in emergency medicine. Depending on your symptoms you may have to wait a long time to be seen by a doctor.

Ensure you take your OSHC card with you to the hospital (carry the card in your wallet or purse), however you may still be required to pay for your treatment up front. See page 68 for information on emergency healthcare.

Remember to ask the doctor for a medical certificate if you intend to apply for Special Consideration for your study assessments because of a medical condition (see page 24 for more information), or if you have been away from work and need a certificate to show your employer.

Billing

Always check the doctor’s fee and what you will need to pay. Your OSHC provider refund is based on the Australian government’s Medicare Benefit Schedule Fee (Medicare rebate). Many doctors charge more than the Schedule Fee, meaning you pay the difference, also known as ‘the gap’.
Keep the receipt of your payment and claim the amount of the Medicare rebate from your OSHC provider. See the ‘medical centres’ information on this page for details on clinics that can bill Allianz Global Assistance directly, so you don’t have to claim the rebate.

**Prescriptions**

If the doctor prescribes a treatment or medicine, you’ll need to take the prescription to a pharmacy and pay for the medicine. OSHC may cover part of the cost of some prescription medicines. Check your OSHC policy and members guide on the Allianz Global Assistance website for further information: oshcallianzassistance.com.au

**Medical centres**

For a complete list of direct-billing clinics in Victoria, search via the app or visit the OSHC by Allianz Global Assistance website: oshcallianzassistance.com.au

**Melbourne**

At the following medical centres, students who are covered by OSHC by Allianz Global Assistance pay either a small upfront fee or no fee when they show their OSHC membership card:

- William Angliss Institute Medical Centre
  Level 2, Building C, 555 La Trobe Street
  Melbourne
  T 03 9606 2208
- La Trobe Medical Centre
  Corner Kingsbury Drive and Plenty Road, Bundoora
  T 03 9473 8885
- Reservoir Medical Group
  Summerhill Shopping Centre
  27/650 Plenty Road, Reservoir
  T 03 9478 2255
- Complete Care
  190 Albert Street, Reservoir
  T 03 9471 0022
- Coburg Family Medical Centre
  497 Sydney Road, Coburg
  T 03 9354 4042
- Rex Medical Clinic
  93–97 Plenty Road, Bundoora
  T 03 9467 7600

**Bendigo**

The Bendigo Campus has a medical clinic located in the Student Services Centre, where the doctor is available from Tuesday to Friday. If you bring your OSHC card to the consultation, there will be no charge as the doctor bills your insurance company directly. There are also many private medical and specialist health clinics in Bendigo.

  T 03 5444 7770
- la trobe.edu.au/bendigo/about-the-campus/student-support/medical-clinic

**Tristar Medical Group**

13/21 Peg Leg Road, Eaglehawk
T 03 5446 7755

**Primary Care Clinic**

123 Arnold Street, Bendigo
T 03 5441 8622

**Albury-Wodonga**

In Albury-Wodonga, there are numerous medical clinics, doctors, dentists, two public hospitals and two private hospitals. Medical clinics are listed in the telephone directory (or the hardcopy phonebook). LTI Student Services (Albury-Wodonga) can provide contact details for direct-billing clinics that accept international students. Remember to ask about current charges when you telephone a clinic for an appointment.

T 02 6024 9847

Wodonga West Medical Clinic
195 Melbourne Road, Wodonga West
T 02 6056 2447

**Mildura**

Tristar Medical Group
87–89 Langtree Avenue, Mildura
T 03 5022 5800

**Shepparton**

Princess Park Clinic
172 Welsford Street, Shepparton
T 03 5821 9655

**Sydney**

City Doctors
18/330 Pitt Street, Sydney
T 02 8960 3702

CBD Medical Practice
70 Pitt Street, Sydney
T 02 9231 1000

**Wellness**

We encourage students to have a healthy lifestyle – not only in terms of physical health, but also mentally, socially, emotionally, and spiritually. The University’s services provide a caring and supportive environment and promote wellness.

To find out more, check campus services and facilities in this guide, your La Trobe University Student Diary and the comprehensive Living Safely in Victoria and Australia webpage: latrobe.edu.au/experience/living/safety

**Good health tips:**

- Try not to skip meals. Many students don’t eat breakfast, but this is the most important meal of the day. We know students perform better if they’ve eaten breakfast.
- Eat a well-balanced diet with plenty of fresh vegetables, fruit, legumes (e.g. lentils, chickpeas) and cereals. If you’re not vegetarian or vegan, eat a moderate amount of lean meat, poultry or fish, and some milk, cheese and yoghurt or similar alternatives. Avoid fatty, sugary foods and takeaway food. For more nutrition tips, visit: nutritionaustralia.org
- Bring a healthy lunch or nutritious snacks.
- Drink plenty of water. Tap water is of a high quality in Australia.
- Quit smoking. The University is encouraging students who smoke to quit the habit, and smoking is only allowed at currently designated smoking bays at all campuses.
Security and safety

Personal safety

We take your safety and security seriously and so should you. No destination is free from risks. Be informed, do your research, talk to friends, colleagues, other students, and use your common sense. Here are some tips to stay safe:

- Avoid walking through parks, lanes or poorly-lit areas at night.
- Before you walk or take public transport on your own at night, ask a local resident or your neighbour if it is safe to do so in that area.
- If you are walking at night make sure you’re aware of your surroundings at all times. Do not focus all of your attention on your mobile phone or device.
- Look after your personal belongings: carry your bag close to you with the clasp facing inwards, hide expensive gear such as mobile phones, laptops or iPads and tablets.
- In pubs, bars and clubs don’t accept drinks from strangers and never leave your drink unattended.
- If you’re going to be out late or don’t want to travel on public transport on your own, try to arrange a lift home with someone you know or make your journey by taxi.
- If you’re travelling alone by taxi, sit in the back seat.
- Do not hitchhike or offer rides to strangers.

Before you go on holidays or trips, we recommend you regularly refer to the area’s websites to check on specific issues such as bushfire safety, or swimming at a surf beach. More information on safety can also be found at: latrobe.edu.au/experience/living/safety/ enjoying-the-great-outdoors

Road safety

In Australia people drive on the left-hand side of the road. Take care when crossing roads and ensure you first look to the right, then left and right again before crossing. Use designated pedestrian crossings or traffic lights where available.

Melbourne has the largest tram network in the world. Be sure you look for trams when crossing tram tracks.

It’s especially important to not wear your headphones when crossing roads so you’re aware of oncoming traffic. Melbourne’s train network is mostly above-ground, so there are many railway crossings. Don’t enter the crossing when warning lights are flashing or when the boom gates are activated.

- www.police.vic.gov.au

Transport safety

While waiting for public transport at night you should stay in well-lit areas. At suburban train stations, stay within the designated safety zones (usually marked with yellow boundaries). Once inside the train, sit towards the front of the first carriage, near the driver. Don’t hesitate to press the emergency button if trouble arises in the carriage. Make sure you always plan your trip, and tell someone when you expect to return home.

Counselling service

Counselling provides students with a safe place to creatively explore and resolve any problems affecting their studies. Students can discuss issues such as transitioning to life in Australia, relationship difficulties, loss of motivation for studying, questions to life in Australia, relationship difficulties, can discuss issues such as transitioning problems affecting their studies. Students Counselling provides students with a safe

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Campus safety

Melbourne Campus
The Melbourne Campus has an excellent safety record with security officers available at all hours to provide assistance and support. There is a 24-hour security hotline for emergencies.
T 1800 800 613 (freecall)
T 03 9479 2222

A number of buildings have direct security access phones. When you lift the handset the phone will automatically contact security, otherwise dial the numbers above.
latrbe.edu.au/security

Uni-Safe escorts
If you feel uncomfortable walking on campus in the dark – whether alone or with a friend – please call the individual escort service.
T 03 9479 2012

Glider: free campus bus
Operates between 8.30 am and 9.30 pm, Monday to Friday during semester.
latrbe.edu.au/transport-central/on-campus-bus-services-melbourne

Bendigo Campus
A security officer is available 24 hours a day.
T 1800 077 043 (freecall)
T 03 5444 7999

Security escorts
Personal security escorts operate on request, and can be arranged between academic buildings, car parks, and on-campus accommodation.
T 0418 459 324
T 02 6024 8222

Mildura Campus
A security officer is available 24 hours a day to provide assistance and support.
T 03 9479 8888

Shepparton Campus
Campus emergencies:
T 03 5820 8600
T 03 5825 3178

City Campuses
Contact Melbourne security:
T 03 9479 2222

Sydney Campus
Contact Security:
T 02 9964 6131
E security.255es@navitas.com

Albury-Wodonga Campus
T 0418 459 324
T 02 6024 8222

Got a question?
Need advice or support?

ASK La Trobe help zone
ASK La Trobe is where you can contact staff directly with your student administration enquiries and issues. You can find answers and support for your enquiries through the online webpage, which provides you with self-help FAQs, the online enquiry form, and info on the ASK La Trobe Help Zone.
latrbe.edu.au/ask-us

La Trobe International (LTI)
Throughout your studies, you’re always welcome at La Trobe International (LTI) for advice, information and support. The services provided by International Student Services (ISS) at all campuses include but are not limited to:
- advice and assistance regarding health cover, tuition fees and more
- information on visas
- guidance, support and referrals regarding academic, social, financial and cultural issues
- general information regarding student exchange opportunities
- community involvement programs and volunteer work opportunities
- advice about your rights and responsibilities under the Education Services for Overseas Students (ESOS) Act and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007).

ISS City and Franklin Street campuses
International Student Services will be at the City Campus (Collins Street) every Tuesday from 11 am to 6 pm. Book an appointment by emailing the concierge: concierge.city@latrobe.edu.au

ISS Melbourne Campus
The office at the Melbourne Campus is open Monday to Friday 9 am to 5 pm.
T 03 9479 1199
E studentsupport@latrobe.edu.au

ISS Bendigo and Shepparton campuses
Open Monday to Friday from 9 am to 5 pm
Education Building room 2.14
T 03 5444 7286
E campusesupport@latrobe.edu.au
to answer questions about assessment tasks or learning activities required in a subject. Check out their availability timetable and where to find PLAs on your campus at: latrobe.edu.au/students/learning/peer-learning-advisers

**Equity and Diversity**

The principal role of the Equity and Diversity Centre (EDC) is to promote full and equal participation for all students and staff of La Trobe University and to foster an environment free of discrimination and harassment. It aims to promote the principles inherent in international, national and state legislation related to human rights, antidiscrimination and equal opportunity. The centre offers:

- a support program for students who have a temporary or permanent disability, mental health illness, a hearing or vision impairment or long-term medical condition
- a support program for students from a refugee background
- an ally network for students who are gay, lesbian, bisexual, transgender, intersex and queer (GLBTIQ)
- a grievance conciliation service for students who believe they have experienced unlawful discrimination or harassment.

latrobe.edu.au/sda

**Student Development Advisers (SDAs)**

Student Development Advisers (SDAs) can connect you with a wide range of university resources, and may equip you with the tools and skills you need to progress through your degree. No problem is too small. SDAs support current students at all campuses, either face-to-face or online. Refer to page 25 for more information.

E studentdevelopment@latrobe.edu.au

latrobe.edu.au/sda

**Peer Learning Advisers**

Peer Learning Advisers (PLAs) are experienced La Trobe students who work on all campuses to answer questions about assessment tasks or learning activities required in a subject. Check out their availability timetable and where to find PLAs on your campus at: latrobe.edu.au/students/learning/peer-learning-advisers

**Melbourne Campus**

**Student Legal Service**

By appointment only at La Trobe Student Union: Tuesday and Thursday, 9 am-5 pm.

Drop-in service at the International Student Association (Upper Agora East): Wednesday 9.30 am-12.30 pm

T 03 9479 2314

latrobesu.org.au

**Study Melbourne Student Centre (SMSC)**

Monday to Friday, 9 am-5 pm

599 Little Bourke Street, Melbourne

T 1800 056 449

E info@studymelbourne.vic.gov.au

**Refugee and Immigration Legal Centre**

Wednesday, 10 am-4 pm Friday, 2 pm-4 pm

Level 1, 121-123 Brunswick Street, Fitzroy

T 03 9413 0100

refugeelegal.org.au

**Bendigo Campus**

**The Loddon Campaspe Community Legal Centre**

and Bendigo Student Association provide a free and confidential on-campus legal service for Bendigo students.

The service provides advice on a range of legal issues, including consumer matters, tenancy problems, family violence, motor vehicle accidents, fines, discrimination, and employment. A Justice of the Peace is also available to witness or certify documents. An on-campus legal service (part of the Bendigo Student Association) is located in room 103D, upstairs behind the Co-op, and is open Tuesdays during semester, and the week before and after semester, from 10 am to 4 pm.

T 03 5444 7514

Loddon Campaspe Community Legal Centre

T 03 5444 4364

T 1800 639 121 for calls outside Bendigo

lcclc.org.au

**Sydney Campus**

**Student Legal Service**

By appointment only at La Trobe Student Union: Tuesday and Thursday, 9 am-5 pm.

Drop-in service at the International Student Association (Upper Agora East): Wednesday 9.30 am-12.30 pm

T 03 9479 2314

latrobesu.org.au

**Study Melbourne Student Centre (SMSC)**

Monday to Friday, 9 am-5 pm

599 Little Bourke Street, Melbourne

T 1800 056 449

E info@studymelbourne.vic.gov.au

**Albury-Wodonga Campus**

**Legal Aid NSW**

T 1300 888 529

www.legalaid.nsw.gov.au

**Other legal resources**

- Federation of Community Legal Services: communitylaw.org.au
- Law Institute of Victoria: liv.asn.au
- Victoria Legal Aid: www.legalaid.vic.gov.au
Access mobility maps at: latrobe.edu.au/aw/location

Access mobility maps at: latrobe.edu.au/mildura/location

Albury-Wodonga Campus

Mildura Campus
Shepparton Campus

Access mobility maps at: latrobe.edu.au/shepparton/location

Franklin Street Campus

Access mobility maps at: latrobe.edu.au/franklin-st/location

Franklin Street Campus is located at 215 Franklin Street. It is easily accessible by public transport, bike or car. The nearest train stations are Flagstaff and Melbourne Central. Bus services are Route 220, Terminus Flinders Lane (Melways reference 2F, D6) and Route 232, Flinders Street (Melways reference 2E, J2).

There are many commercial car parking facilities nearby. Car parking is also available in the Queen Victoria Market every day.
City Campus

City Campus is located on the 20th Floor of 360 Collins Street.

This is in easy walking distance from Flinders Street Station and the Queen St/Collins St tram stop (serviced by lines: 11, 42, 48, 109 and 112).

Limited parking is available at a flat rate for staff, students and visitors at Wilson Parking, 416 Flinders Lane. Validate your parking ticket at City Campus reception to take advantage of the special flat rate.

Access mobility maps at: latrobe.edu.au/city/location

Sydney Campus

The Sydney Campus is located at 255 Elizabeth Street.

It is easily accessible by public transport, bike or car.

The nearest train stations are Museum and Town Hall, both within a short 5-minute walk from the campus.

The campus is serviced by numerous bus routes, with a bus stop located a 1-minute walk from the campus.

Whilst there are no car parks available on campus, there are many commercial parking facilities nearby.

Access mobility maps at: latrobe.edu.au/sydney/location
Useful Contacts

International Student Services

Melbourne, Franklin Street and City campuses
Level 3, Sylvia Walton Building
Melbourne Campus
T 03 9479 1199
F 03 9479 3660
E studentsupport@latrobe.edu.au

Bendigo Campus
Level 2, Education Building
T 03 5444 7286
E camppussupport@latrobe.edu.au

Albury-Wodonga Campus
Room 4239
Level 2, Building 4
T 02 6024 9847
E studentservicesaw@latrobe.edu.au

Mildura Campus
Room 109
Mildura Office Annexe (MOA)
T 03 5061 4053
E studentsupport@latrobe.edu.au

Shepparton Campus
T 03 5444 7286
E campussupport@latrobe.edu.au

Sydney Campus
T 02 9397 7600
E studentservices-sydney@latrobe.edu.au

Student Exchange Program

Global Lounge
Level 2, Upper East Agora (behind Velocci Café)
Melbourne Campus
T 03 9479 2112
F 03 9479 3660
E studyabroad@latrobe.edu.au
Office Hours: Monday to Thursday 11 am to 3 pm

Study Abroad Program

Located in the Global Lounge
(see Student Exchange Program)
T 03 9479 2112
F 03 9479 3660
E studyabroad@latrobe.edu.au

Other useful contacts

Department of Immigration and Border Protection (DIBP)
T 131 881
border.gov.au

Study Melbourne Student Centre (SMSC)
599 Little Bourke Street, Melbourne
T 1800 056 449
studymelbourne.vic.gov.au/
living_in_melbourne/support-services

Australian Taxation Office (ATO)
Collins Square
747 Collins Street Docklands, Melbourne
T 13 28 65
ato.gov.au

Emergency telephone numbers

For non-critical incidents, we recommend you call the International Student Services team on your campus between 9 am and 5 pm, Monday to Friday.
If you need assistance after hours, call the appropriate number below, but please also leave a message for International Student Services or call back during business hours so we can follow up.

After-hours hotline (nights and weekends)
T 1800 758 360

Emergency – ambulance / fire brigade / police
T 000

After-hours emergency phone counselling service
T 1300 687 327

Campus emergency and security

Melbourne Campus
T 03 9479 2222
T 1800 800 613

Bendigo Campus
T 03 5444 7999
T 1800 077 043

Albury-Wodonga Campus
T 0418 459 324
T 02 6024 8222

Mildura Campus
T 03 5022 7855

Shepparton Campus
T 03 5820 8600
T 03 5825 3178

Franklin Street Campus
T Internal - extension 100
T 03 9479 8888

City Campus
T 1800 800 613
T 03 9479 2222

Sydney Campus
T 02 9964 6113

Police – for non-emergencies

General enquiries
T 03 9247 6666

Police stations
Bendigo
T 03 5448 1300

Greensborough
T 03 9435 1044

Melbourne East
T 03 9637 1100

Melbourne West
T 03 9247 6491

Mildura
T 03 5018 5300
Useful contacts

Mill Park
T 03 9407 3333

Reservoir
T 03 9460 6744

Shepparton
T 03 5820 5777

Wodonga
T 03 6049 2600

Sydney
T 131 444

Other important contact numbers

OSHC by Allianz Global Assistance
24-hour emergency helpline
T 1800 814 781

Lifeline – 24-hour crisis counselling
T 13 11 14

Victoria Legal Aid Melbourne
T 03 9269 0120

Victoria Legal Aid Country Victoria
T 1800 677 402

Legal Aid NSW
T 1300 888 529

Pregnancy counselling Melbourne
T 1300 737 732

Pregnancy counselling Bendigo
T 03 5442 4644

Pregnancy counselling Albury-Wodonga
T 02 6024 6775

SANE Mental Illness Helpline
T 1800 187 263

Women’s Domestic Violence Crisis Service
T 1800 015 188

Centre Against Sexual Assault (CASA)
T 1800 806 292

Gay and Lesbian Switchboard Melbourne
T 03 9663 2939

Gay and Lesbian Switchboard Country Victoria
T 1800 184 527

Alcoholics Anonymous
T 03 9529 5948

Gambler’s Help
T 1800 858 858

Poison Hotline
T 131 126
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Glossary

Academic Colleges
The University has two colleges that own all of our various courses and programs: Arts, Social Sciences and Commerce (ASSC) and Science, Health and Engineering (SHE).

Assessment
This is a measurement of a student’s skills and knowledge. Assessment for learning at La Trobe University is central to subject and course design, to promote, reinforce and reward student learning. It’s a systematic approach that builds and enhances graduate capabilities through tasks that are diverse, complementary and embedded strategically throughout a program of study.

Australia Awards
The Australia Awards scholarships program aims to promote knowledge and linkages between Australia, our regional neighbours, and the broader international community. The awards offer the next generation of global leaders an opportunity to undertake study in Australia and for high-achieving Australians to do the same overseas.

Bond
In Australia, when renting a property you’ll need to pay a security deposit or ‘bond’, plus rent in advance (usually four weeks’ worth). When you pay a bond, the landlord or representative must give you a receipt, no later than when the payment is received. The bond is held to repair any damage that you, your housemates or house guests may cause to the property while you’re renting.

Census Date
The date within each study period when your enrolment for a subject must be finalised. It’s the last day you can withdraw from a subject without financial penalty.

CoE – Confirmation of Enrolment
A form issued by the University to international students studying in Australia on a student visa, for student visa purposes.

Credit points
The value of the contribution each unit of study provides towards your course completion. Each subject is normally worth 15 or 30 credit points.

Deferral
When you wish to delay the commencement of your course for one or two semesters (a maximum of two semesters or up to one year is permitted). Students must contact La Trobe International before deferring any studies.

DIBP
Department of Immigration and Border Protection.
Framework

ELICOS
English Language Intensive Courses for Overseas Students.

Enrolment
The process of formally registering into a university program, as either a commencing or continuing student.

ISA
International Students Association.

ISS
International Student Services at La Trobe International.

Leave of Absence/Intermission/Suspension of Candidature
A Leave of Absence is a period of time when a student is approved to suspend their enrolment in a course. International students may intermit only on the grounds of compassionate or compelling circumstances.

LTI
La Trobe International.

Residential Colleges
These are halls of residence for on-campus accommodation: Chisholm, Glenn and Menzies (Melbourne Campus).

SoA – Statement of Account
The Statement of Account (SoA) is an official record of a student’s fees. The SoA details the subjects that a student is enrolled in and the census dates, total fees payable, the due date and methods of payment.

Special Consideration
Students whose performance at an examination or assessment is seriously affected by illness or other special causes may apply for Special Consideration. See page 24.

Follow us on social media
Ask a question or experience university life.

Facebook
facebook.com/latrobe

Twitter
twitter.com/latrobe

La Trobe Times blog
latrobetimes.blogs.latrobe.edu.au

Instagram
instagram.com/latrobeuni

YouTube
youtube.com/latrobeuniversity

Weibo
澳大利亚拉筹伯大学官方微博
weibo.com/latrobeuniaus

latrobe.edu.au/study/international

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La Trobe University is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). CRICOS Provider 00115M. Published by La Trobe University, January 2017. DC53405 10/16
At La Trobe you’ll get real-world experience, a global perspective and the chance to study alongside people who are pushing the boundaries of knowledge.

Contact La Trobe International

Melbourne, City and Franklin Street campuses
La Trobe International (LTI)
Level 3, Sylvia Walton Building La Trobe University
Bundoora VIC 3086
T 03 9479 1199
E studentsupport@latrobe.edu.au

Bendigo, Albury-Wodonga, Mildura and Shepparton campuses
La Trobe International (Regional Campuses)
Level 2, Education Building, La Trobe University
Bendigo VIC 3550
T 03 5444 7286
E campussupport@latrobe.edu.au

Sydney Campus
255 Elizabeth Street
Sydney NSW 2000
T 02 9397 7600
E sydney@latrobe.edu.au

After-hours hotline for current international students
T 1800 758 360

latrobe.edu.au/students/international