

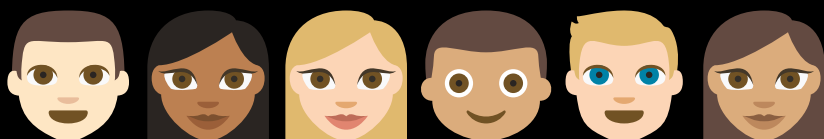
STUDENT NOTEBOOK 2019

MELBOURNE

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REFER A FRIEND



& EARN \$500!*



***Terms & Conditions**

1. This promotion is valid for new students only. New students are considered students who apply and enrol from any intake from October 2017 onwards. 2. The referrer must be a current student of AIT. 3. The new student must identify the referrer at the time of their application. This is to be stated on their application form under 'Where did you hear about us?' 4. The new student must complete their first term of study. Payment will be made after census date (for new Domestic Students) or after their first term of studies (for new International Students). 5. Payment will be made in the form of a pre-paid VISA debit card. 6. Only one referral will be granted per new application. If multiple referrers are identified on the same application form, payment will be made to the first referrer listed. 7. AIT reserves the right to changes the Terms and Conditions where applicable.

WELCOME

Welcome to the Academy of Information Technology (AIT) and thank you for choosing to join our AIT community. For 19 years, our school has been educating and preparing the next generation of creative digital media professionals.

At AIT, you will earn your qualification in a friendly, multicultural environment. Our teaching staff are passionate educators with extensive industry experience. Our Student Support team can advise on essential support services and are here to ensure that your experience is truly exceptional from enrolment to graduation. Please do not hesitate to contact them if you need assistance; just call, send an email or simply stop by their office.

There are countless ways to make good use of your time at AIT, but they all begin with curiosity, a willingness to work hard and learn new things. Explore what we have to offer. We know you are passionate about digital media & IT, design, animation and film and we are committed to help you realise your creative potential in a nurturing and intimate environment. We also strongly encourage you to immerse yourself in all aspects of student life: actively participate in student-led clubs and activities, attend our monthly industry talks, invite friends to our student gallery and game expo events, access our digital library or simply connect on campus with like-minded creative student peers and teachers.

I look forward to meeting you at our Melbourne campus and wish you every success with your studies in the year ahead.

Ruby Biscuit
General Manager
AIT





ABOUT AIT

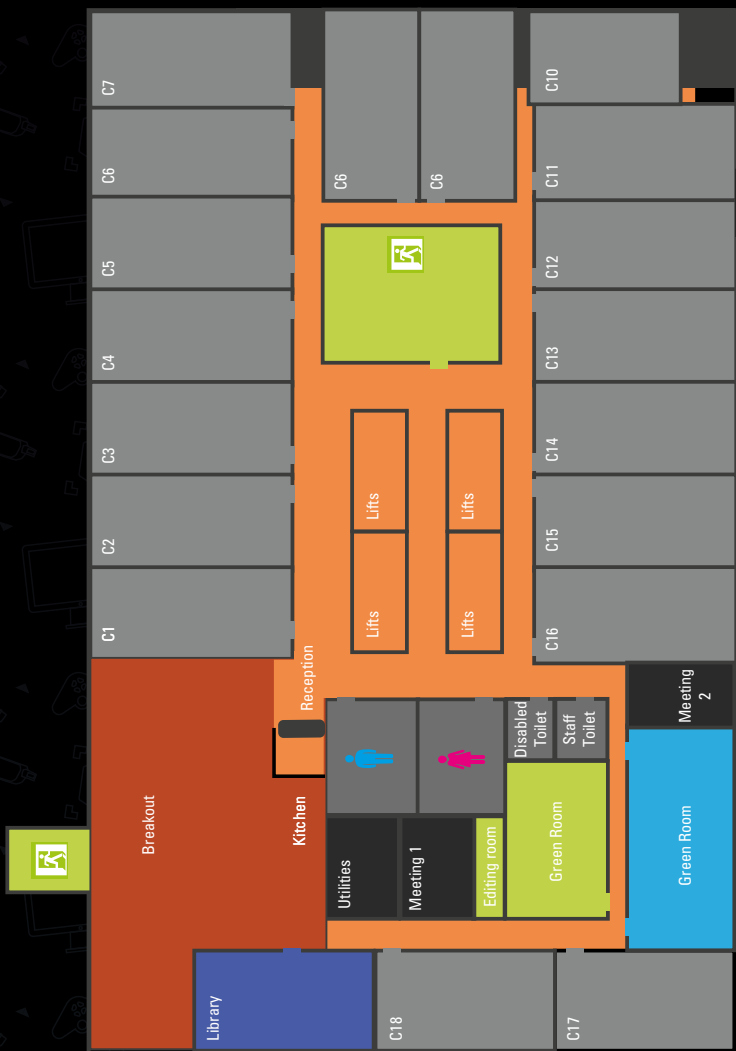
Since 1999, AIT has offered specialised training in creative digital media and IT for thousands of students from all over the world. Located in the heart of Sydney and Melbourne's academic precinct, AIT offers a broad range of high education courses that prepare students for successful careers in areas including 2D animation, 3D design, film & video, game design, digital design and working with advanced software and apps.

AIT's students have access to the latest industry relevant software and tools designed to ensure you are ready to succeed in the workforce.

AIT's dynamic curriculum is regularly updated to maintain the highest academic standards and to stay abreast of industry trends. AIT's educators most currently work in the creative industries so they are at the cutting edge of industry trends and employment opportunities.

You will master the art of interactive digital media using a wide range of professional multimedia equipment and software application such as the Adobe Creative Cloud, Autodesk, Unity, ToonBoom, Motion Builder, Unreal Development Kit (UDK), Motion Capture, Autodesk Mudbox and many more.

MELBOURNE MAP



SWIM SAFETY

IN AUSTRALIA

Always swim between the red and yellow flags



Look and take notice of the signs at the beach

Ask a lifeguard or lifesaver for safety advice



Swim with a friend - never swim or surf alone and children should always be supervised by adults.



Learn how to identify a rip



If you need help, stay calm and attract attention by raising your arm above your head



Never enter the water if you have been drinking alcohol or are under the influence of drugs



Wear sunscreen, seek shade and stay hydrated



Boat skippers and rock fishers should check the local forecast and always wear a life jacket

INTERNSHIPS

AIT Internship Program

Why is it that your chances of finding full time work increase after participating in an internship? Because an employer is more likely to hire a student that they have direct experience working with. According to the National Association of Colleges and Employers 2014 Internship Survey, students who participate in internship programs are 56.8% more likely to be offered a full time job; compared to students who do NOT participate in an internship program and are only 35% likely to see one job offer after graduation (NACE Student Survey 2013).

How this program works

After expressing interest in joining the AIT Internship Program, we meet with you to review your Portfolio and CV. You may be advised to relook at your work to make changes and improvements. It is during this first interview that we get an idea of who you are and how you respond to feedback and direction. We discuss a career strategy,

what kind of work you would ideally like to be doing in a few years time, and what kind of work you can do now that will help get you there. In the second interview we will generally have a good idea of what employers to contact about arranging an internship for you. From there, we coach you through the process of applying for that role, interviewing for the position and negotiating how the internship would work with that employer. After a contract is drafted and you start work, we stay in touch to provide advice and check in with your progression within the company. And hopefully, after you've completed the program, you'll return and help us mentor future interns!

Selection Criteria

The AIT Internship program is highly selective, and will only be offered to students with a strong academic record. You will also need a CV and Portfolio to apply.

An AIT internship will include the following:

Developing intentional learning objectives structured into the experience, supervised by an experienced individual with the relevant skills. Includes learning objectives, observations, evaluations and reflection. Balances student goals with employer needs. Involves industry related skills development. Will be carefully monitored by AIT for academic evaluations. AIT internships may be paid or unpaid and the duration is negotiable with the employer, AIT and Dean of Studies.

For further details on the selection process and eligibility please contact:

Tamara Popper
Internship Program Director
tamara.popper@ait.edu.au

IMPORTANT DATES

2019 Important Dates

Term 1 – B19

Term 2 – D19

Day	Date	Event
Monday	11 March 19	Orientation week – March intake
Monday	18 March 19	March intake commences
Monday	8 April 19	Census date – March intake
Monday	6 May 19	Orientation – May intake May intake commences
Friday	17 May 19	Census date – May intake
Monday	15 July 19	July intake commences
Monday	5 August 19	Census date – July intake
Monday	2 September 19	Orientation – September intake September intake commences
Friday	13 September 19	Census date – September intake
Monday	28 October 19	Orientation week – November intake
Monday	4 November 19	November intake commences
Monday	25 November 19	Census date – November intake
Sunday	22 December 19	November intake breaks

AIT NETWORK INTRODUCTION

Classroom Rules:

- No food or drinks are allowed in the computer labs.
- No cables are to be removed from the computers, ever!
- Always shut down your computer and push in your chairs!

Logging in for the First Time:

1. Log in with your student ID (user name) & password is '12345678'.
2. Change domain password.
3. In order to access your Student Portal (JIVI), which is your key communication portal, you will need to use your Student Gmail account and password.

Note: Your password will automatically expire on a 42 day cycle. Please ensure your password is kept up to date to ensure that you do not lose access to JIVI and network drive (Z:// Drive).

Printing on campus

1. Log in with your student ID credentials.
2. You have access to four printers:
 - A4 B&W (15c/page) 2. A4 Colour (50c/page)
 - A3 B&W (30c/page) 4. A3 Colour (\$1/page)

You will receive \$5.00 printing credit in your account to get you started. To recharge printing credit, please visit the AIT reception desk.

NOTE: It will take approx. 5 minutes to print on your first try (system will be setting up your account). Please be patient.

Accessing the student portal JIVI

At AIT, JIVI is your key communication tool between teachers and the administration office. Please ensure you check your JIVI regularly.

- Check your timetable
- General bulletin board
- Class blogs / forums
- Check your student profile – i.e contact details, enrolment details, etc.
- Finance dialog regarding your tuition fees.

JIVI.ait.nsw.edu.au

In order to connect to the AIT Wi-Fi, you need to use your student ID and network password (the password you use to log in on computers).

Accessing the Netlibrary (on campus)

Go to JIVI and on the navigation menu, resources and click on library.

Click on "Campus Access to launch AIT's library page!" or go to <http://search.ebscohost.com> and follow instructions.

Accessing the Netlibrary (from home or on campus)

AIT will provide an online and physical library. The library will provide access to a sufficient number of books to support the delivery of AIT courses. The library staff are here to help you with any resource or research questions.

ANNUAL EVENTS

.Motion

Every year, AIT runs a .Motion event at a cinema in the city. The night is a triumph of artistic inspiration and creativity, with students submitting their best work in different categories such as Best Film, Best Documentary, Best Film for Advertising Purposes, Best Editor, and Best Cinematographer etc. .Motion is a brilliant light, exposing AIT's virtues to students, those who support them, potential students, agents and the industry, all key to future success.

Game Day

AIT hosts a Game Day every year to showcase some of the best student games that have come out in the last 12 months. The best games were pitted against each other in a battle royale to determine who created the best game this school year. All attendees are required to play a certain number of games on offer to be eligible for the lucky door prize. In addition, the Game Day is capped off with a cosplay competition, free food and celebration for the winners of the event.

.Ink

AIT also hosts .Ink at a local gallery to showcase our talented concept artists, animators, illustrators and digital designers every year. Like .Motion, students submit their best work and a series of awards are presented by our sponsors and industry professionals. These awards include Best Photo Media, Best Artist and the highly coveted People's Choice Award.

FAQ'S

1. What is JIVI and how is it useful to me?

JIVI is the student management platform used at AIT, which gives you access to your timetables, marks, progression reports, assessment tasks, fee schedules and more. Importantly, JIVI has a notice board on which general information about deadlines and events are communicated to students by AIT staff. It is therefore essential that you check your JIVI account on a daily or regular basis.

2. How do I get my student card?

You may collect your student ID card from the AIT Reception in the second week of the term. You will be sent a confirmation email when your card is processed.

3. Where do I get printer vouchers and how much do they cost?

Printer vouchers are available to buy at AIT Reception and cost \$5 each.

4. What is recognition of prior learning (RPL) and how do I apply for it?

You can receive credit towards your degree based on recognition of studies from a previously completed or partially completed program or qualification, including:

- Study undertaken in recognised tertiary institutions in Australia including universities, colleges, TAFE and other post-secondary education institutions
- Study at recognised overseas institutions demonstrable expertise due to relevant work experience and professional development activities. Should you wish to apply for RPL:
 1. You must complete the relevant RPL form
 2. Provide the course descriptions of the subjects included in your degree
 3. Provide all relevant transcripts and certificates of your previous studies to an AIT Student Services or Marketing staff member.
 4. Meet with the Dean of Studies to detail and discuss the expertise you gained through your previous studies and how this makes you exempt from taking the subjects for which you have applied for RPL.

5. Can I change classes within the same subject?

When possible, you may change classes within subjects after a consultation with an AIT Student Services staff member; however, this is subject to availability and AIT cannot guarantee this option.

6. Can I change stream/specialised options after I have commenced my studies?

Yes, this is an option for both domestic and international students. It is advisable that you investigate how this may affect the length and cost of your degree prior to changing as you may be required to undertake additional subjects as a consequence of changing your specialisation. A change of enrolment fee of \$200 may be applicable to international students who wish to change streams due to the additional administrative processing required.

7. What do I do if I have a timetable clash?

If you discover a clash between classes in your timetable you must visit the Student Services department ASAP or within the first two weeks of the term to consult with a staff member about possible changes to your enrolment.

8. What is Census Date and why is it important to me?

According to the Higher Education Support Act 2003, all Higher Education providers are liable to set a Census Date for the courses they offer. The Census Date is the last date students can withdraw from a course or subject without financial or academic penalty. After the Census Date you may become financially liable to pay for any subjects in which you are enrolled; and incur a FEE-HELP debt for any subjects for which you have taken out a FEE-HELP loan. Please refer to page 13 on Important Dates for information on the Census Dates during the calendar year.

11. What are the attendance requirements at AIT and what happens if I fail to meet them?

All AIT students are assessed on their attendance and their attention to learning as part of course requirements. This assessment affects your overall marks and it is therefore vital that you attend your classes and that you actively participate in your tutorials. Formal warnings and intervention strategies will be applicable to students that fall below 66% attendance in a subject and students may receive an automatic fail mark for a subject in which they have failed to attend satisfactorily. For further information on attendance policy and procedures, please refer to the policy section on the AIT website.

12. I am an international student. What happens if I do not meet course progression requirements?

Should you demonstrate unsatisfactory course progress, it is advisable that you speak to your teacher about the difficulties that you are experiencing in meeting the academic expectations. Additionally, Student Services will intervene in the following ways:

1. You will receive a formal cautionary notice about your unsatisfactory academic progress
2. You will be called for an intervention meeting with an AIT Student Services Advisor for a discussion about your circumstances and difficulties in meeting criteria
3. You may be required to meet with the Dean of Studies for a consultation and to sign a course progression agreement should you fail to attend scheduled meetings or comply with set course progression criteria, you risk suspension from AIT. If you are an international student, you also risk receiving an Intention to Report letter, cancellation of your Confirmation of Enrolment (CoE) and termination of your student visa.

13. I want to defer my studies. What should I do?

As a domestic student, you may defer a term or multiple terms as you are entitled to take unscheduled breaks during the course of your program, however, you must do so before the Census Date of the term from which you wish to defer by submitting a 'Change of Enrolment' form (available at the AIT Reception). International students are required to consult directly with an AIT Student Services Advisor due to student visa restrictions with regard to deferrals.

14. I want to withdraw from my course. Where do I go from here?

If you wish to withdraw from your course or program, you must

1. Advise a Student Services staff member of your intention to withdraw
 2. Fill in a 'Withdrawal' form
 3. Meet with the Dean of Studies for an exit interview.
- Important note: Check Census Dates or applicable deadlines in order to avoid financial and/or academic penalties upon withdrawing from your course(s).

15. Can I get a transcript even though I have not finished my course?

Yes, you may at any time during the course of your studies at AIT request an interim transcript of your results. You do this by filling in a 'Request form (available at the AIT Reception). It is free of charge to request an interim transcript.

16. My Confirmation of Enrolment is about to expire / has expired. What do I do now?

The responsibility to monitor the expiry of your Confirmation of Enrolment (CoE) lies with you as a student and you must inform AIT Student Services staff when an extension is needed. It is important that you advise staff of the expiry date in advance to allow time for administrative processing. As the validity of your student visa is directly linked to the status of your current CoE, it is essential that you ensure that you have a valid CoE.

17. I want to make a complaint. Where do I turn?

If you wish to make a complaint, you are advised to book a consultation with a Student Services Advisor to discuss your grievance. Depending on the nature of your complaint and action required, you may subsequently be asked to submit your complaint in writing by filling out a 'Request Form' (available at the AIT Reception) and to meet with the Dean of Studies for a consultation.

18. Where do I find AIT policies on payment of fees, attendance, course progression etc?

All AIT's Education and Student Services policies can be found on our website at:

<http://bit.ly/AITstudentpolicies>

19. What do I do if I am not able to attend class?

If you are not able to attend class due to sickness or other reasons, it is advised that you call AIT and send through an email to studentservices@ait.nsw.edu.au notifying us. If you are sick and this prevents you from being able to attend class, you must provide AIT with a medical certificate in order for you to receive attendance for any classes that you miss. If you are not able to provide a medical certificate, you will not be entitled to receive attendance for any classes that you miss and it will be your own responsibility to ensure your attendance does not fall below the 66% attendance requirement in any subject.

MARKING GRADES

Grading Guidelines for students

During the term:

Task assessments you are given task assessments.

These should include a) All the requirements
b) All the important things that you may NOT do.

Grading

Your grade – you are given a grade for every assessment. If you're concerned about your grade, or don't think it's right...ASK YOUR INSTRUCTOR...by email is good.

1. Final mark – your final mark for a subject is made up of all your results from your assessments. Even if you had a pass result, if your attendance is low, you may be failed.

At the end of term

End of term – Every final grade for all subjects is reviewed for consistency. This review is made by the Education Management Committee (EMC). After their review your final mark is confirmed.

Late Submission

You may have marks deducted for late submission (handing in work late).

AIT has a policy that instructors may subtract a flat 5% per day for any late submission. So if something is 3 days late then you would have 15% deducted from your final result for that assessment. There is no limit on late submission deductions, so after 3 weeks you may receive a zero.

If you have a very special reason why you aren't/ weren't able to submit on time, you can ask for an extenuating extension. If your instructor allows this, then there will be no deduction.

Special Assessment Circumstances

You can ask your instructor about: an extension for late submission; or why you received a specific result; or if you can receive more time because you were sick; or if you can resubmit something. You can do this in person but it is better to email to confirm this.

If you still disagree, then you can sometimes make an appeal. You can make an appeal for many reasons: attendance issues; or disputed marks; or unusually low marks; or deduction disagreements etc. If you feel you need to appeal, student services will give you the right form.

Follows these steps

1. Talk with your instructor first.
2. If you want to make an appeal, then student services will give you the right form. You need to make your appeal within ten working days of a) When you receive a mark or b) When you get a final response from your instructor.
3. Your appeal is usually handled by the Academic Director, but may be handled by the Dean of Studies or the General Manager.
4. If your appeal is turned down, then you can ask for a review of your appeal.

For further information, please refer to the Assessment Appeals Procedure and Policy on our website at www.ait.edu.au. You will find a list of our policies on the left when you scroll all the way down to the bottom of the page.

Grading

All your task assessments are given a grade and that mark is provided to you on JIVI. Your mark will not be given to you while you are suspended.

You will usually receive one of the following grades for your assessments:

HD 85%+ **P** 50%

D 75%+ **F** <50%

CR 65%+ **PC** 49.99%

HD – High distinction ; D- Distinction;

CR –Credit; P- Pass; F-Fail; PC – Pass conceded

Your grade is not based only on your work, but also on a set standard. Most subjects will have samples that show the quality of your work you need to meet. Lastly, AIT has a guideline grade distinction. So for every class, we aim to have a maximum number of student achieving grades like this:

HD D CR

5% 15% 30%

Why were my class marks adjusted?

Plagiarism – Your mark may have been adjusted down from plagiarism. You can read about this in the plagiarism guide. Your instructor can fail an assessment down to a zero.

Low exam score – Some subjects require a minimum 40% result in the final exam. If you do not reach this mark, no matter what your final score for the class, your mark will be adjusted down to 49%, a fail.

PLAGIARISM GUIDELINES FOR STUDENTS

Plagiarism

The use of someone else's work of any kind, like words, images, video, animations, code etc. in a way that suggests that it is your own work

We have three different levels of plagiarism

1. Deliberate – you deliberately plagiarise and suggest the work is your own
2. Unintended – you submit work that includes large sections that are not your own, but you do not suggest that it is your own work (you have used)
3. Occasional unintended – your submission includes a few bits, or very small sections that are not your own, and you do not suggest that it is your own work (you have used)

What to do to avoid plagiarism...

You must;

- a) Produce MOST of the work that you do, by yourself.
- b) If some of the work is not your own, then you must clearly mark it...for instance, have captions on images that you use, or put quote marks round other people's words.

You should: use proper referencing. Referencing is a method of showing clearly where other people's work came from, using links in your text, or on a web-page or some other method.

If you would like to know how to reference properly you can a) Read AIT's booklet about referencing from JIVI or b) Look up referencing on the internet.

What if I didn't know what plagiarism is?

AIT includes notices to you about plagiarism in every class's information. We also publish information about plagiarism. We try very hard to make sure you DO know about plagiarism.

The system of penalties for plagiarism also allows you to correct accidental mistakes where possible.

These are the penalties if you re plagiarising

DELIBERATELY

1. You should be informed in a JIVI notice that your instructor believes you have plagiarized some work.

You should be informed that you WILL or MAY have a marks penalty deducted. If you disagree, you should email your instructor at once. If you need more information, you can read AIT's current policy on JIVI.

2. You may be asked to resubmit (a corrected version of) OR a new version of your work.

3. You may a) Be failed for the whole assignment
b) Failed for a part of the assignment c) Not failed. Any fail mark is up to your instructor, and can range right down to a zero mark. This will apply if you have maintained the work is your own and this has been disproved OR if you continue to plagiarise your name and ID may be entered on AIT's plagiarism register.

UNINTENDED

1. You should be informed in a JIVI notice that your instructor believes you have plagiarised some work.

You should be informed that you WILL or MAY have a marks penalty deducted. If you disagree, you should email your instructor at once. If you need more information, you can read AIT's current policy on JIVI.

1. You may be asked to resubmit a corrected version of your work.

3. You may a) Be failed for the whole assignment
b) Failed for a part of the assignment c) Not failed. Any fail mark is up to your instructor, and can range right down to a zero mark.

OCCASIONAL UNINTENDED

1. You should be informed in a JIVI notice that your instructor believes you have plagiarised some work. You should be informed that you WILL or MAY have a marks penalty deducted. If you disagree, you should email your instructor at once. If you need more information you can read AIT's current policy on JIVI.

2. You may be asked to resubmit a corrected version of your work.

3. You may have a) A lower grade applied to your score BUT b) The penalty will usually be one grade downwards e.g. from distinction penalized down to credit.

You can appeal against any plagiarism decision through student services.

The appeal usually starts with the Academic Director or the Dean of Studies.

REFERENCE POLICY

For more information on plagiarism, please refer to the Academic Integrity Policy and the Student Code of Conduct Policy on our website at www.ait.edu.au. You will find a list of our policies on the left when you scroll all the way down to the bottom of the page.

MELBOURNE IN YOUR COMMUNITY

Public transport in melbourne

AIT is conveniently located in the heart of Melbourne close to all public transport and is across the street from Southern Cross Station. The campus is also located near many tram and bus routes.

To travel on public transport, you need to use the myki card. These can be bought at most major stations, retail outlets and at 7-11 convenience stores.

In the city centre, the tram is free and you do not need to touch on. Go to the following link to see the free tram zone: <http://www.atem.org.au/uploads/content/293-Melbourne-Free-Tram-Zone-Map.pdf>

Please note that International students are NOT entitled to concession tickets on these public transport tickets (except those on approved Australian Government exchange or sponsorship programs). Further information can be found at: <http://ptv.vic.gov.au/>

WELFARE AND LEGAL SERVICES IN MELBOURNE

Australian Taxation Office

Collins Square, 747 Collins Street Docklands VIC
Phone: 13 28 61

Department of Immigration and Border Protection (DIBP)

2 Lonsdale Street
Melbourne Vic. 3000
Phone: 131 881

Operational Hours: Monday, Tuesday, Thursday, Friday 9:00am to 4:00pm, and Wednesday 9:00am to 1:30pm

Abortion & Grief Counselling

Phone: 1300 363 550

Alcohol and Drug Information

Phone: 1800 888 236

Consumer Affairs Victoria

Phone: 1300 55 81 81

Crisis Pregnancy

Phone: 1800 650 840

Domestic Violence and Sexual Assault Helpline

Phone: 1800 200 526

Gambling Help Line NSW

Phone: 1800 633 636

Health Direct

(24hr Health Advice line)
Phone: 1800 022 222
<http://www.healthdirect.org.au/>

Lifeline

(Free counselling service)
Phone: 13 11 14

CONSULATES IN MELBOURNE

Consulate General of the People's Republic of China in Melbourne

75-77 Irving Rd
Toorak VIC 3142
Tel: (03) 9822 0604
www.melbourne.china-consulate.org

Royal Thai Consulate in Melbourne

Suite 301
566 St Kilda Rd
Melbourne NSW 3004
Tel: (03) 9533 9100
www.thaiconsulatemelbourne.com

Consulate General of the Republic of Indonesia in Melbourne

72 Queens Rd
Melbourne VIC 3004
Tel: (03) 9525 2755
[www.kemlu.go.id/melbourne/
id/default.aspx](http://www.kemlu.go.id/melbourne/id/default.aspx)

Honorary Consulate- General of Brazil in Melbourne

4/13 Belmont Avenue
Kew VIC 3101
Tel: (03) 9817 6682
[http://camberra.itaraty.
gov.br/pt-br/](http://camberra.itaraty.gov.br/pt-br/)

Honorary Consulate- General of France in Melbourne

342A St Kilda Rd
Melbourne VIC 3004
Tel: (03) 9690 6075
[http://www.ambafrance-au.
org/~Consulat-general-a-
Sydney-](http://www.ambafrance-au.org/~Consulat-general-a-Sydney-)

Consulate General of Italy in Melbourne

509 St Kilda Rd
Melbourne VIC 3004
Tel: (03) 9867 5744
[http://www.consmelbourne.
esteri.it/Consolato_Melbourne](http://www.consmelbourne.esteri.it/Consolato_Melbourne)

POST AND PRINTING

Please see Reception if you
would like to Photocopy,
Print, Scan and/or Fax (send/
receive) a document.

Australia Post

440 Collins St, Melbourne

Australia Post

277 William St, Melbourne

HEALTHCARE IN MELBOURNE

The list of medical centres and
hospitals below is a guide only.
Please check for other centres
in your local area.

Burwood Healthcare

400 Burwood Hwy,
Burwood 3125
Phone: (03) 9888 8177

Carlton Family Medical
Phone: (03) 8330 3900
88 Rathdown Street,
Carlton 3053

High Street Medical Centre
Phone: (03) 9510 5500
139 High Street, Prahran 3181

Royal Melbourne Hospital

300 Grattan Street, Parkville
VIC 3050 Phone: (03) 9342
7000

St Vincents Hospital

41 Victoria Parade,
Fitzroy VIC 3065
Phone: (03) 9288 2211

SPORT AND RECREATION IN MELBOURNE

Melbourne City Baths

420 Swanston St,
Melbourne VIC 3000

North Melbourne Community
Centre 49 Buncle St, North
Melbourne VIC 3051

Fitness First High Performance Club

546 Collins St, Melbourne
VIC 3000
(03) 9222 2100

Doherty's Gym City

367 Flinders St, Melbourne
VIC 3000
(03) 9621 1022

USEFUL NUMBERS IN MELBOURNE

Emergencies
Police/Ambulance/Fire
Phone: 000/ 112

Police (Melbourne East)
Phone: (03) 9637 1100
226 Flinders Lane,
Melbourne East

Police (Melbourne West)
Phone: (03) 8690 44443
13 Spencer Street, Docklands

Police (Melbourne North)
Phone: (03) 8679 0800
36 Wreckyn Street,
North Melbourne

Mental Health Access Line:

1800 011 511

Student Assistance Program (SAP), counselling support

Tel: 1800 81 87 28

Find a doctor

www.healthengine.com.au
(GP, Dentist, Physio,
Chiro, Psychologist,
Counsellor + more)

[www.ahmoshc.com/english.
aspx](http://www.ahmoshc.com/english.aspx) (or your health
insurance provider)

Sexual assault / sexual
harassment support /
information / counselling

www.1800respect.org.au
1800 737 732

Lifeline
13 11 14

www.lifeline.org.au

Personal Safety for Students

Crime Prevention Tips



Personal Safety Tips

- Be alert, assertive and confident
- Try and walk with other people rather than by yourself
- Carry only the money you need for the day
- Keep your money and wallet in your front pocket and keep your bag in front of you
- Be aware of your surroundings. Avoid text messaging and long conversations on your mobile
- At night stay in well lit areas, where there are lots of people
- If you feel like you are being followed or threatened, cross the street, change direction, vary your pace and enter a shop or occupied house.

If you are being robbed

- Give them what they ask for
- Try and remember what they look like
- Report all crimes to police (interpreter services are available, advise police which language you would like to speak and an interpreter will be provided)

Important Numbers - Melbourne

For non emergencies		131 444
Victoria Police Centre	World Trade Centre 637 Flinders Street, Docklands	9247 6666
Altona North Station	72 Cooper Avenue, Altona North	9392 3111
Bayside Station	25 Abbott Street, Sandringham	8530 5100
To report crime anonymously contact Crime Stoppers		1800 333 000

Emergency assistance call Triple Zero (000)

PERSONAL SAFETY

HAVE YOU BEEN ASSAULTED?

If you have experienced a sexual assault or violence, the most important thing you can do is get to a safe place. If you believe you or anyone else is in immediate danger, call 000 as soon as possible.

Once you are safe, contact someone you trust to be with you for support. This could be a friend, family member, or someone on campus.

OBTAIN MEDICAL ASSISTANCE AND TREATMENT

No matter what happened, you should seek medical attention as soon as you can even if you're not sure whether you want to report the incident. It is crucial that you obtain medical attention as soon as possible after a sexual assault to determine the extent of physical injury and to prevent or treat sexually transmitted diseases. Medical facilities can also screen for the presence of sedative drugs such as Rohypnol or GHB (date rape drugs). Local options for medical care can be found at healthdirect.gov.au

PRESERVE THE EVIDENCE

While you might be tempted to try to erase all signs of what happened to you, it's important to preserve the evidence. If you plan to have a sexual assault forensic exam done, it is important to do so within 72 hours if possible, though evidence collection along with medical care is available for up to 120 hours after the incident.

OBTAIN EMOTIONAL SUPPORT

Coping with the aftermath of an assault or domestic violence can be very difficult –but remember, you're not alone. A professional Counsellor can help student victims sort through their feelings and begin the recovery process. You are encouraged to contact the EAP to obtain emotional support on 1800 81 87 28 for free and confidential support or check out alternative options at healthdirect.gov.au

REPORTING OPTIONS

You are encouraged to report incidents to the Student Services Manager (even if you have filed a report directly with law enforcement). Deciding whether or not to report an incident isn't easy. Feel free to take your time with the decision (but make sure to get medical attention to collect evidence). If you decide to report the event to the Student Services Manager, you can also decline to involve the police.

Victorian Public Transport (VPT) Tertiary Concession Card

Dear student,

We are pleased to announce that in partnership with Public Transport Victoria, the Victorian Public Transport Tertiary Concession Card is now available for eligible AIT students who are Australian citizens or permanent residents of Australia and that are enrolled in full-time studies at Academy of Information Technology in Melbourne.

For eligible students who wish to apply for the Victorian Public Transport Tertiary Concession Card, please take the following steps:

1. Complete the form attached in the AIT 'Welcome Pack' titled Victorian Public Transport (VPT) Tertiary Concession Card application form.
2. Prepare two identical color passport photographs and glue them to the form.
3. Bring the completed form to get a signature and a stamp done at the AIT reception.
4. Lodge the application at the PTV Hub at 750 Collins Street, staffed Metro Train Stations or V/Line ticket agents. Please call 1800 800 007 for more information on locations and operating hours.

Please note: You must carry your concession card and ID with you when travelling on public transport. If you do not carry these cards with you when travelling, you risk receiving a fine.

For more information, please call Public Transport Victoria on 1800 800 007.

Sincerely,

Student Services

Academy of Information Technology (Melbourne)

E: studentservices@ait.edu.au

P: +61 3 9005 2328



International education: ensuring quality and protecting students

Australia welcomes international students

The Australian Government wants international students to have a rewarding and enjoyable experience when they come to Australia to study. Australia offers high quality education services and protects the rights of international students to ensure you make the most of your time here.

This fact sheet contains important information for student visa holders about living and studying in Australia, including your consumer rights and responsibilities as an international student and key things you should know before and during your study.

Australian laws protect international students

As a student on a student visa, you benefit from Australian laws that ensure high standards of education, facilities and support services while you are in Australia. You also have rights to information about your course and the institution you wish to study with before and during your enrolment. The Education Services for Overseas Students (ESOS) framework offers you financial protection in case your education institution does not deliver what it has promised you.

You can find out more about the framework at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>.

Before you begin your studies

Choosing a course to study

As an international student, you can only study a course with an education institution listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). All institutions registered on CRICOS have met the quality standards set out in Australian law, which ensures you receive the best possible education services.

CRICOS is a good place to start when you want to find a course or education institution to study with, and can be found at <http://cricos.education.gov.au>.

INTERNATIONAL STUDENTS

Student Visa Conditions and Related Policies

All students' visas are granted subject to conditions. Failure to comply with visa conditions may result in the cancellation of the visa and removal of the person and their family (if applicable) from Australia. Visa requirements include, but are not limited to:

- Maintaining a satisfactory level of attendance at all times
- Maintaining full-time enrolment
- Maintaining satisfactory course progress
- Maintaining OSHC for the duration of the visa
- Notifying AIT within 7 days of any change of address

Additional English Support

Additional English Support is available upon request. Please see Student Services for more information.

Working in Australia

Students cannot work more than 40 hours per fortnight when the course is in session (other than work which has been registered as a part of the course).

Note: No work limits apply during recognised periods of vacation offered by your education provider. If you feel like you have not been treated by AIT fairly after going through an appeal process, the Office of the Commonwealth Ombudsman can support you by investigating the complaints you make. This service is free.

For more information on the Office of the Commonwealth Ombudsman and their fact sheets, please refer to ombudsman.gov.au

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STUDY MELBOURNE STUDENT CENTRE



STUDY MELBOURNE

PROVIDING INFORMATION AND SUPPORT TO ALL INTERNATIONAL STUDENTS IN VICTORIA

HOW WE WORK

Student-centred: Open, accessible support available and easy to locate through social networks and community organisations

Culturally responsive: A space and service that is best practice for the needs of all students

Complementary: Facilitating and enhancing services and resources available to students through partnership

Strengthening reputation: Of the international education sector and Victoria

WHO WE ARE

The Study Melbourne Student Centre is staffed by a team of multilingual, professionally trained staff that are experienced in supporting international students.

Visit the Study Melbourne Student Centre:

599 Little Bourke Street
Melbourne 3000
Drop in Monday to Friday 9am–5pm

1800 056 449 (free call from landline phones 24/7)

info@studymelbourne.vic.gov.au
studymelbourne.vic.gov.au/smsc



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WHAT WE DO

The first of its kind in Australia, the Study Melbourne Student Centre provides practical support for all international students in Victoria. The Centre is a 'one-stop-shop' where students can access a range of face-to-face information and assistance, complementing the support already on offer to international students at their education providers.

The Centre is in a welcoming CBD location which is available to host events and activities that support the international student community in Victoria.

STUDENT QUOTES

I was happy that someone can talk in my language, it made me so relaxed.

They have given me a quick response and they were ready to help me any time. The people were highly supportive and had great knowledge.

Helpful, cooperative. It was due to the Study Melbourne Student Centre that I was able to complete my studies.

Complementing the services available through education providers in Victoria, the Study Melbourne Student Centre provides:

- A welcoming 'drop-in' place for students in metropolitan and regional Victoria through its centrally located position in Melbourne's CBD.
- General information and assistance with accommodation, health, employment and legal issues.
- Access for international students to services in the community through our network of well-established relationships with community, health and other service providers.
- Case work support for individual international students experiencing significant crisis or emergency (e.g. victims of crime, homelessness, mental illness, risk of breaching visa conditions).
- Crisis intervention and support in emergency situations, including the provision of material aid.
- Opportunities for partnerships including co-location opportunities for those seeking to support international students.
- Access for international students in regional Victoria, through outreach and other programs.
- Speakers or a venue for your orientation or other welcome events for newly arrived international students.
- Information and access to other programs available from Study Melbourne including:
 - o Study Melbourne meet-ups – free monthly events and activities, connecting you to various community events in Victoria.
 - o International Student Welfare Grants – a new program for student organisations to deliver projects that support international students in Victoria.
 - o Career Readiness program – how to look for employment, volunteering opportunities, get legal support, and develop your career.
 - o The Victorian International Education Awards – learn how to apply for the International Student of the Year Award.
 - o Public Transport discount – find out more about the public transport discount for international students at: iusepass.vic.gov.au.



HOW CAN THE STUDY MELBOURNE STUDENT CENTRE SUPPORT YOU OR YOUR STUDENTS?

The Study Melbourne Student Centre is here to provide support in a range of circumstances in which you engage international students.

Providing a welcoming place just for international students:

- An international student contacted you requesting help to find a place to meet for her group assignment. Study Melbourne has a great study space, with facilities such as Wi-Fi, computers, a printer and tea/coffee.

Providing information and access to services:

- You want to assist a student to link in with the broader community, but you don't know how. Call us for information about community activities.
- An international student you are working with needs to access specialised services such as mental health or crisis services, but you're not sure who to contact. We can find the appropriate service for you over the phone and give you information about how those welfare systems operate and if international students are eligible.

- You're not sure what other sports, culture, arts and recreation activities there are for international students to access. We can provide information and facilitate access to activities including other Victorian Government services for international students.

Supporting you to support international students:

- A distressed international student has attended your office and you feel you are not sure how to assist. We can advise you over the phone and support you to link the student with our service and any other relevant services.
- After seeing an international student you would like to talk through the case with a welfare professional. You can call us.

Provides support when things go wrong:

- An international student may be struggling financially. You can send them to us for short term financial assistance and material aid, within the guidelines of the Centre.

Showcasing the Victorian Government services available to international students:

- If you are hosting an incoming delegation of dignitaries, agents or others relevant to your business, consider visiting the Study Melbourne Student Centre as part of your itinerary to showcase the support available to international students.
- If you are welcoming new students to your institution, consider a visit to the Study Melbourne Student Centre. The Study Melbourne team are available to support you in providing information to newly arrived students and can attend your orientation activities.
- You or your organisation need a venue for a workshop. Call us to ask about using the Centre.



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instagram.com/aitcreative



www.youtube.com/user/AITsydney



For more information on student services:

Level 13, 120 Spencer Street,
Melbourne VIC 3000

Phone: 03 9005 2328

Email: studentservices@ait.edu.au