



2007





Key:  La Trobe Campus  Capital Cities  Regional Cities



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Coming to Australia



Academic Calendar 2007

The La Trobe University academic year is divided into two semesters, with important dates for 2007 listed in the table below.

Please note that some courses, at some campuses, may have different commencement dates. These exceptions are listed opposite. We recommend you refer to your **letter of offer** for your commencement and/or orientation dates.

A **Welcome Festival (orientation)** program – which includes academic and social orientation and enrolment sessions – takes place at all campuses prior to commencement of each semester. We recommend you arrive in Australia well before orientation activities begin.

Please refer to this calendar when booking flights home or making holiday arrangements. We have specified the last possible day that you may have to sit an exam, but you may finish exams before this date. Students should also note that supplementary examinations take place in approximately the second week in January; you may be permitted supplementary assessment if you have failed a subject but have passed two-thirds of your enrolment.

This calendar is also available online at:

www.latrobe.edu.au/international/calendar

Academic Calendar 2007	Commencing	Ending
Semester 1 (February) Intake – International Welcome Festival & Enrolment Dates		
Melbourne (Bundoora) campus: Welcome Festival	12 February	16 February
Melbourne (Bundoora) campus: Enrolment	19 February	20 February
Melbourne (Bundoora) campus: General Orientation	19 February	23 February
Bendigo campus: Welcome Festival	14 February	16 February
Bendigo campus: Enrolment	19 February	20 February
Bendigo campus: General Orientation	19 February	23 February
Albury-Wodonga campus: Welcome Festival & Enrolment	14 February	20 February
Albury-Wodonga campus: General Orientation	21 February	23 February

Academic Calendar 2007 (continued)	Commencing	Ending
Semester 1 Dates	26 February	29 June
Mid-semester Break (Easter)	6 April	13 April
Study Break	4 June	7 June
Examinations	8 June	29 June
Mid-Year Vacation	2 July	20 July
Semester 2 (July) Intake – International Welcome Festival & Enrolment Dates		
Melbourne (Bundoora) campus: Welcome Festival	11 July	17 July
Melbourne (Bundoora) campus: Enrolment	18 July	20 July
Bendigo campus: Welcome Festival	16 July	18 July
Bendigo campus: Enrolment	19 July	20 July
Albury-Wodonga: Welcome Festival & Enrolment	16 July	18 July
Semester 2 Dates	23 July	22 November
Mid-semester Break	24 September	28 September
Study Break	29 October	1 November
Examinations	2 November	22 November

The following courses have non-standard semester dates	Commencing
Master of Business Administration Graduate Diploma in Business Administration Graduate Certificate in Business Administration	
Term 1 (commencement date)	15 January
Term 2 (commencement date)	16 April
Term 3 (commencement date)	9 July
Term 4 (commencement date)	1 October
Master of Information Technology – Melbourne (Bundoora) campus only & Graduate Diploma in Computer Science – Melbourne (Bundoora) campus	
Semester 1 (commencement date)	5 February
Semester 2 (commencement date)	2 July
Graduate Diploma of Education (Secondary) – Bendigo campus only	
Semester 1 (commencement date)	19 February
Graduate Diploma in Outdoor & Environmental Education	
Semester 1 (commencement date)	14 February
Master of Occupational Therapy Practice	
Semester 1 (commencement date)	29 January
Bachelor of Business (Hospitality Management, Block Mode)	
In 2nd year, this course runs block mode units outside semester time.	

Student Visas

It is your responsibility to ensure you obtain and maintain a valid passport and student visa to enter Australia for study purposes.

You will need to use the electronic Confirmation of Enrolment (eCOE) form issued by the International Programs Office on receipt of your acceptance to apply for a student visa at your nearest Australian diplomatic mission. Please note that you will also be required to demonstrate that you have sufficient funds to cover your tuition fees and living expenses.

For up-to-date information on student visa procedures and regulations, please refer to the website of the Department of Immigration and Multicultural Affairs (DIMA): www.immi.gov.au

Assistance with visa applications is available from La Trobe University's representatives:

www.latrobe.edu.au/international/agents

Student Visa Conditions

The Department of Immigration and Multicultural Affairs (DIMA) issues student visas with a number of conditions attached, including the following conditions with which all students must comply:

- 8202: satisfy academic requirements; you must be enrolled **full-time** and make **satisfactory academic progress**.
- 8206: study with the education provider you initially enrolled with for the **first year** of the course, or if the course is less than 12 months, for the duration of the course
- 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

- 8501: maintain acceptable **health insurance** cover during your entire stay in Australia
- 8101: you and your family members **must not work without permission**

The University is obliged to notify DIMA if you breach visa conditions, change your course, intermit (defer), discontinue your studies or make any changes affecting the duration of your study.

Permission to Work

You are not automatically granted the right to work on a student visa. If you wish to get a job while studying, you must wait until classes have started to apply for a new student visa with permission to work (PTW). You can lodge your application online (credit card payment required) or make an appointment at a DIMA office. The current fee is A\$60.

If PTW (a student visa with condition 8105) is granted, you may work for a maximum of 20 hours per week while your course is in session. For visa purposes your course is 'in session' for the duration of the published semesters, including any official examination periods. There is no restriction on working hours during vacation times.

Please note that spouses of undergraduate and some postgraduate coursework students are only permitted to work 20 hours per week at all times (condition 8104). However, spouses of Masters, PhD and AusAid students enjoy unlimited working hours.

Some scholarships may also place restrictions on working hours, particularly for postgraduate students.



You may undertake a work placement as part of your course requirements as long as it is a registered part of your course. If you volunteer or take part in unpaid work, DIMA also requires you to apply for Permission to Work. Any volunteer or unpaid work counts towards the limit of 20 hours per week.

For further details contact DIMA:
Tel: (+61 3) 131 881
www.immi.gov.au

Overseas Student Health Cover (OSHC)

OSHC is the minimum level of health insurance you and your dependants are required to purchase as a condition of your student visa.*

La Trobe University currently has an agreement with OSHC Worldcare, a private health fund, to facilitate the provision of OSHC. Under this agreement, you pay an OSHC premium for the entire length of your course with your first instalment of tuition fees. This one-off payment saves students needing to renew their OSHC each year and avoids any price increases during that period.

Please note that it is a condition of your student visa that you maintain current OSHC for the duration of your visa. If you need to extend your OSHC (e.g. you fail some units and need to extend your time here), it is your responsibility to do this directly with the OSHC provider.

Commencing students wishing to use another OSHC provider must make payment arrangements with the provider directly, as La Trobe can only accept payment for OSHC Worldcare. Please remember that you must provide proof of OSHC to the Department of Immigration and Multicultural Affairs (DIMA) before your visa is issued. A list

of OSHC providers is available from the Department of Health and Ageing website. See:

www.latrobe.edu.au/international/predeparture/visa/ohsc

**Exception: Norwegian and most Swedish students do not require OSHC. The Australian Department of Health and Aged Care has advised that these countries have national health schemes which provide adequate health insurance overseas.*

What Does OSHC Cost?

OSHC Worldcare charges for 2007 are listed below. These rates may be subject to change without notice. If your spouse and/or children accompany you to Australia on Student Dependant visa/s you will need to pay a 'Family' premium.

Length of Cover	Student	Family
6 months	A\$175	A\$350
12 months	A\$349	A\$698
2 years	A\$663	A\$1326
3 years	A\$995	A\$1989

You may be able to claim for holiday credit when you go home for the semester break (conditions apply).

What is Covered?

- 100% of the 'scheduled' (standard) fee for a consultation with a general practitioner. If a doctor charges more than the scheduled fee, you pay the difference.

- 100% of scheduled costs for a stay in a shared ward in a public hospital.
- Emergency ambulance transport (call the 24 hour emergency help-line below to determine if your situation is classified as an emergency, otherwise non-emergency ambulance transportation is extremely expensive).
- Most prescription drugs excluding oral contraceptives. You pay a contribution and your provider pays the remainder up to A\$50 per item (limits apply).

What is Not Covered?

- Treatment for conditions whose signs and symptoms were in existence before you came to Australia (during the first 12 months of membership) in the opinion of a medical practitioner approved or appointed by OSHC Worldcare
- Medical examinations, x-rays and pathology required for student visa renewal
- Dental, optical and physiotherapy.

Emergency Helpline

OSHC Worldcare offers a 24 hour emergency helpline, including an interpreting service, legal advice and medical assistance:

Tel: 1800 814 781 (free-call)

Further Information

Tel: 13 14 84

www.oshcworldcare.com.au





Quarantine and Customs

Australia's quarantine laws are very strict. Many foodstuffs, plants, animal products and some medicines cannot be imported into Australia. You are required to declare such items on the incoming passenger card you receive on the plane before disembarkation.

If you are bringing any medicines with you, check with your local Australian diplomatic mission to confirm if the amount and kind of medicine you require is permitted. It may be useful to bring a letter from your doctor describing the medicine and its purpose.

Goods including live plants, live animals, and dairy and egg products are not permitted. Plant, animal, seed, wood, shell and feather products must be declared, but may be permitted into the country. If you declare an item, it will be inspected by a quarantine officer and returned to you if it passes inspection. Articles may need to be treated before being returned to you. If you do not declare items of quarantine concern, you may be liable for on-the-spot fines or even prosecution. For more information visit the Australian Quarantine and Inspection Service website:
www.aqis.gov.au

Custom restrictions are strictly enforced. Travellers may bring into Australia the following goods duty free when the goods accompany the passenger.

- 2250ml alcoholic liquor per adult
- Tobacco: 250 cigarettes, or 250 grams of cigars or tobacco products per adult
- Personal items such as clothing, footwear, items for personal hygiene or grooming

- Personal goods owned and used for at least two months (proof of date of purchase may be required)
- Goods not including alcohol or tobacco to the value of A\$900 per adult, e.g. cameras, electronic equipment, sporting goods. Gifts (given to you or intended for others) are counted as part of the A\$900 duty free allowance.

If you have anything with you in excess of the duty-free goods allowance, declare the goods and provide proof of purchase to Customs for calculation of any duty and tax to be paid. Customs now charge you duty and tax on the entire importation or purchase within that group of items if you exceed these limits.

There is no limit to the amount of Australian or foreign currency you may bring with you but amounts above A\$10,000 must be declared.

For further information contact your local Australian diplomatic mission or see the Australian Customs Service website:
www.customs.gov.au

Airport Reception

Melbourne (Bundoora) Students

The International Programs Office at Melbourne (Bundoora) campus can arrange for you to be met by TOGOTO, our Airport Reception provider, on your arrival at Melbourne Airport (Tullamarine) and taken to your accommodation. To use this free service at the start of your course, book online at:

www.latrobe.edu.au/international/predeparture

Bendigo Students

The International Programs Office (Regional Campuses) at Bendigo can arrange for you to be met on your arrival at Melbourne Airport and taken to your accommodation in Bendigo. To use this free service, please complete the Airport Reception Advice Form and forward it to the IPO (Regional Campuses) as soon as possible. This form is available online at:

www.latrobe.edu.au/international/predeparture/bendigo_arrival

If you do not wish to use this service, it is possible to reach Bendigo from the airport by using the Bendigo-Melbourne Airport Service. This bus departs the airport three times a day at 8.30am, 1.30pm and 6.00pm and is situated on the roadway between the immediate terminal road and the multi-storey car park directly outside the International Arrivals terminal. **Please note that this service has two drop off points in town and will not take you directly to your accommodation.** A student concession fare is A\$22 one-way. Telephone bookings are essential. Note: If you use this service, please ensure you advise the International Programs Office (Regional Campuses) of your arrival time so we can meet you at your accommodation.
Tel: (+ 61 3) 5439 4044

Albury-Wodonga Students

Onward Journey from Melbourne

The International Programs Office (Regional Campuses) can arrange for you to be met by TOGOTO at Melbourne Airport and taken to Southern Cross Station in Spencer Street for your onward journey to Albury Railway Station. To use this free service book online at:
www.latrobe.edu.au/international/predeparture/reception_form



In addition, you may wish to complete the online Albury Airport/Railway Reception Form. This will enable us to arrange a University representative to meet your Albury train or plane:

www.latrobe.edu.au/international/predeparture/aw_receptionform

Onward Journey from Sydney

If you are arriving at Sydney airport and wish to make your onward journey to

Albury-Wodonga by train, you will need to first take the train to Central station. There are rail stations located at both the international and domestic terminals. The international terminal station is located at the northern end of the terminal and is accessible from the arrivals level. Trains run approximately every 10 minutes and the journey to Central station takes only 10 minutes (cost A\$12.60 per person). From Central station, you will need to

get a Country Link train to Albury (see www.countrylink.nsw.gov.au).

If you wish to make your onward journey by plane, you will need to take the airport courtesy bus to the domestic terminal to catch your domestic flight to Albury. It is important to book your domestic flight well in advance.

Important Note for All Students Arriving at Melbourne Airport:

If you are arriving on an **international flight**, after you exit Customs, continue straight through to the Arrivals Hall and turn right. The TOGOTO or Bendigo campus driver will be waiting for you in front of a red and white sign which says "Meeting Point".

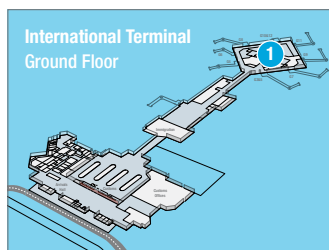
If you are arriving on a **domestic flight**, go down the escalator to the baggage carousels and collect your luggage. The driver will be waiting for you at the baggage carousels.

Please remember to notify the relevant International Programs Office if you change your flight details. If you fail to inform us of any changes or do not use the service once it has been requested, you will be charged the costs incurred (A\$45).

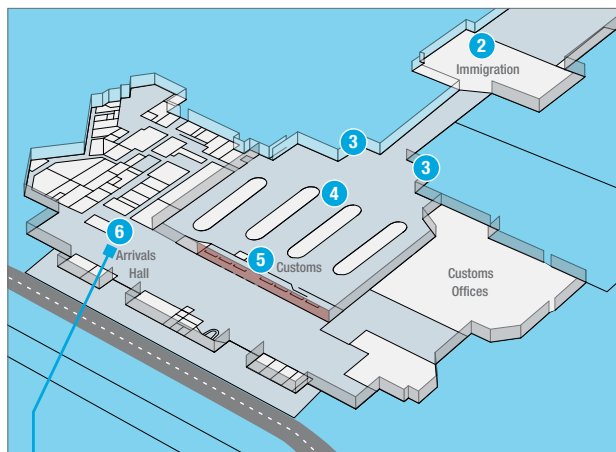
Temporary Accommodation

If you require temporary accommodation in Melbourne, Bendigo or Albury-Wodonga, please refer to the following web page. You can **book online** for temporary accommodation in Melbourne or Albury-Wodonga or you can contact

Melbourne Airport International Arrivals Map



1. Arrival by plane
2. Immigration
3. Quarantine Bins
4. Baggage Collection
5. Customs
6. Reception by TOGOTO or Bendigo campus driver



6 You meet the driver here!

our Admissions Officer for temporary accommodation in Bendigo.

www.latrobe.edu.au/international/accommodation/temp

Students with Families

If you would like your family members to accompany you to Australia it is important to plan carefully. Whilst your family can provide strong emotional and moral support, it is important to recognise that you will need the financial resources as well as the time to look after them, especially during the first months as they adjust to a different culture and lifestyle. It may be best to settle into academic life before your family joins you.

We suggest preparing your spouse and children for a different lifestyle in Australia. Encourage them to read about life in Australia and send newspaper or magazine clippings and pictures of your accommodation. Your family could also speak with friends or relatives who have been to Australia to learn about any cultural differences and how to adjust to them.

Visa Requirements

The following procedures are specific to students who come to Australia, and then apply to have their family join them as dependants.

After you are settled, complete a 919 Student Dependant Nomination form and send it to your family for them to lodge with their visa application(s). This form can be obtained from the International Programs Office at your campus or from the DIMA website, and includes guidelines and a list of documentation required by DIMA. A letter certifying that you are a student at La Trobe University can be requested from your International Programs Office. Confirmation of school enrolment can be obtained following the guidelines below.

School-aged Children

The enrolment of school-aged children in primary or secondary schools is a visa requirement.

In Victoria, annual tuition fees for dependent students at government schools are A\$7,550 for primary school, A\$10,350 for Years 7–10, and A\$11,550 for Years 11–12 at a secondary school. However, in Victoria, if you are an Australian government sponsored student (e.g. EIPRS, AusAID), the tuition fees for your children are the same as for Australian citizens.

Albury-Wodonga students may also wish to consider enrolling their children in a New South Wales school. In NSW, the annual tuition fees for dependent students at government schools are A\$8,800 for Years K–6, A\$10,400 for Years 7–10 and A\$12,300 for Years 11–12.

All tuition fees stated are for government schools in 2006 and may increase in 2007.

Please note that:

- You must lodge an application for your child and pay the corresponding fees before a confirmation of your child's enrolment is issued, which you include with your Student Dependant Nomination form.
- Applications fees may apply.
- Tuition fees for non-government schools are not listed, as they vary from school to school.

A list of schools which admit international students is available from the International Programs Office at Melbourne (Bundoora) or consult one of the following websites:

In Victoria:

International Division
Department of Education and Training
Tel: (+61 3) 9651 3700
Email: international@edumail.vic.gov.au
www.study.vic.gov.au/students

In NSW:

International Students Centre
Department of Education and Training
Tel: (+61 2) 9217 4801 or
1300 302 456 (in Australia)
Email: isc@det.nsw.edu.au
www.schools.nsw.edu.au/international

Work Rights

Work rights for students and their spouses are not automatic and spouses must also apply for permission to work within Australia. Please note that if a student and their spouse holding a Student Dependant Visa apply at the same time for work rights, they will only incur the one fee of A\$60. Students should also note that employment opportunities for spouses may be limited and families should budget accordingly before leaving home.

Tuition Fees

You pay your first semester's tuition fees when you accept your offer to La Trobe University.

You will be billed for all subsequent semesters' tuition fees in two instalments per semester. The first instalment is due during Week 1 of that semester and the second instalment is usually due during Week 8. Payments for full year units will be due on 27 April, 2007; however, this payment can also be split over the two earlier instalment dates in Semester 1 2007.

If you experience difficulties in paying your fees, you must speak to International Programs Office staff well before the due date. It is also possible to pay the whole of the semester's fees in one payment; ask at your International Programs Office about how to do this.

Please note that the above payment structure excludes the Graduate Certificate, Graduate Diploma and Master of Business Administration students, where units are delivered over four terms annually and students are required to pay tuition fees per term.

Important note:

La Trobe University reserves the right to adjust annual tuition fees for continuing students. The University undertakes that any tuition fee increase will not exceed 7% per annum and will be applied on 1 January each year for the duration of that year.

Living in Australia



Settling into Australia

At La Trobe University, we are very confident that you will enjoy studying and living in Australia.

Coming to a new country, however, for most students requires a period of adjustment. When you first arrive in Australia you may be feeling excited and a little anxious. This anticipation may also be tinged with the sadness of

leaving friends and family behind. If this is your first time living in a new country, it may take some time for you to settle in. You may feel tired, excited, frustrated, unhappy, sad and confused (perhaps in quick succession) in the first weeks after arrival.

To help adjust to Australian life, try some of the following suggestions:

- Find someone to talk to about how you are feeling. You may want to discuss your concerns

with friends and family, particularly those who have also travelled abroad.

- Read about Australian culture.
- Make yourself at home. Bring some of your favourite things with you, including photos of family and friends, and learn to cook some of your favourite dishes.

When you arrive in Australia we encourage you to:

- Participate in the Welcome Festival (Orientation) program as well as the General Orientation program for all students. You will learn important information, as well as meet other students and make new friends.
- Participate in programs offered by the International Programs Office.
- Join a University club or student society. By joining a club or society you will meet other students and perhaps take part in a new activity that you wouldn't do at home.
- Join a sports team; it will help you meet new people, relax and regain focus, plus you'll be keeping fit!
- Ask for support or more information, whenever you need it! Please contact your **International Programs Office** or the **Counselling Service** on your campus.

Remember that the best way to get to know Australian culture and become part of the community is to get involved and meet people!

Banking

To open a bank account you will need to take photographic identification, including your passport, into a bank. Ask about student accounts which attract much lower account-keeping fees.

Banks are generally open Monday to Thursday 9.30am–4.00pm and Friday 9.30am–5.00pm (closed public holidays).

Money can be withdrawn from Automatic Teller Machines (ATMs) 24-hours a day, and there is usually a daily withdrawal limit of around A\$1,000. We advise you to only carry as much cash as necessary for a few days at a time.

See also “**Tax File Numbers (TFN)**” below.

Climate and Clothing

Victoria is located in the south-east corner of Australia and enjoys a temperate climate with four distinct seasons: spring (September to November), summer (December to February), autumn (March to May) and winter (June to August).

Spring is mild and sunny with temperatures ranging from 10–20°C and frequent showers. Summer tends to be warm and dry with day-time temperatures averaging 28°C, but reaching 35°C during hot spells. Autumns are generally mild with temperatures from 11–20°C. Winter is the

coolest period with the highest rainfall and averaging 8°C.

Victoria, and in particular Melbourne, is known for its rapidly changing weather and variations of temperature. For comfort, we recommend wearing layers of clothing.

We suggest you pack, or purchase in Australia, very light clothes for summer and warm and waterproof clothing for winter. As the temperature in winter can approach zero (or sometimes below in some regions of Victoria), you will need warm clothing, such as thick woollen jumpers, and a coat, scarf, hat and gloves.

Most students in Australia dress casually, but you may wish to bring more formal clothing to attend a job interview or a special event.

Temperatures vary across Victoria and students travelling to Bendigo and Albury-Wodonga should note that temperatures may be higher in summer and lower in winter. For further information, you may wish to refer to the Australian Bureau of Meteorology website:

www.bom.gov.au

Festivals and Events

Victoria hosts no less than 2500 festivals and community events throughout the

year. To find out what's on, please visit the website:

www.visitvictoria.com

Religions and Places of Worship

Chaplaincy

Representing Christian denominations, the chaplains offer support and nurturing to all visitors to 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 and meetings, clubs and groups on campus, and even help with Christian marriage preparation and weddings. The Chaplaincy can also refer you to people of your own religious faith or give you information on where to go for worship.

Melbourne (Bundoora) Campus

Tel: (+61 3) 9479 1479/2979/3180
www.latrobe.edu.au/chaplaincy

Bendigo Campus

Tel: (+61 3) 5444 7939
www.latrobe.edu.au/bendigo/students/services/chaplains

Albury-Wodonga Campus

Tel: (+61 2) 6024 9796
www.latrobe.edu.au/chaplaincy





Muslim Prayer Facilities

Melbourne (Bundoora) Campus

La Trobe University has separate prayer rooms and ablution facilities for men and women. Congregational prayers are conducted Friday lunch-times in the brothers' and sisters' prayer rooms (Education 2 building). The facilities are kept locked, so before your first visit, please email the La Trobe University Islamic Society to get the security code. There are also two mosques located close to Melbourne (Bundoora) campus, in Heidelberg and Preston. Information

packs for newly arrived Muslim students are available at the International Programs Office and the prayer rooms.

Email: Ituislamicsociety@yahoo.com.au

Bendigo Campus

Prayer meetings are conducted regularly in the prayer room (Old Engineering Building). The facilities are available during the day and a senior member of the Muslim community on campus is responsible for the key to the prayer room after hours. There is an ablution facility directly opposite the prayer room.

Albury-Wodonga Campus

A room for prayer is available on request through International Student Support Services (Albury-Wodonga). Welcome information packs for newly-arrived Muslim students are also available.

Social Customs and Conventions

Australian Values

Australian society is made up of people from over 210 different nationalities, so it is difficult to define what is 'typical' in Australian culture or social customs. There are, however, some values most Australians consider important.

Most Australians strongly value our society's tolerance of different religions and cultures and freedom of speech.

Australians also consider it important that people will be given a 'fair go': that is, that you will be treated equitably. Australia strives to be an egalitarian society with the aim that people will be treated the same regardless of what strata of society they come from.

You may see this in the way we are at liberty to criticise public figures such as politicians. Young people in Australia do not necessarily show others more respect just because they're older. Academic staff may ask you to address them by their first name.

La Trobe University, for example, has its own advocates, grievance procedures, academic progress committees and an ombudsman to give students an opportunity to explain their own version of events or situation.

Your Customs

In comparison to many other countries, Australia and, in particular Victoria, is often regarded as an environment notable for its tolerance and multi-culturalism. This makes it an attractive destination for international students.

Your own customs can be maintained within the Australian community and most



Australians will understand your reasons for not adopting certain Australian customs if they are different from your own. For example, if your religion prohibits you from eating certain foods or drinking alcohol, you should be able to maintain these customs.

Maintaining a friendly manner and your sense of humour will help overcome most difficulties or misunderstandings. Australian humour sometimes involves making fun of people, even those in positions of authority. These comments are often intended as humorous and are not designed to offend.

Physical Contact

Within families, women will often greet other members (male and female) with a kiss on the cheek (and expect one in return) and men will often greet each other by shaking hands. The same case applies for saying good-bye.

While behaviour varies between social groups, Australian men generally do not openly display strong affection for

male friends. It is not common to see Australian men showing affection towards each other in public (e.g. hugging, kissing, linking arms) even if they are very close friends. The exceptions to this are while playing sport (where it is common to see players hugging or patting each other on the back) and at family gatherings.

Australian women will more often display affection openly and this may take the form of hugging or greeting family and friends with a kiss on the cheek. Signs of affection between men and women are common and it is quite normal to see men and women holding hands, walking arm-in-arm or kissing in public.

Social Invitations

In Australia, it is considered impolite not to keep an appointment once you have accepted an invitation. If you do not wish to accept an invitation, the custom is to say so politely and immediately.

The most common invitations are to dinner (sometimes called 'tea') at someone's house, to a party at someone's house, or to go out for dinner or drinks at a pub, bar, restaurant or cafe.

If you're invited to someone's house it is polite but not compulsory to bring a small 'contribution', e.g. a bottle of wine, box of chocolates/biscuits. If you are asked to 'bring a plate', this means a plate of food to be shared by all. 'BYO' means Bring Your Own (usually alcoholic) drinks. After a meal at someone's house it is polite (but not required) to offer to help wash the dishes. Often this offer will be refused, but your hosts will be pleased you asked.

In Victoria, smoking is not permitted in restaurants or in public buildings, which includes all La Trobe University buildings. Many Australians do not smoke and ask visitors to their home to smoke outside.

Restaurants in Victoria are either "licensed" (allowed by law to serve alcohol with meals) or "BYO" (this allows you to





bring your own wine – and sometimes beer – to drink with your meal). It is not compulsory to tip at restaurants and cafes, but a tip of up to 10% is warmly welcomed if you feel the service or food was good.

Australians tend to value their home life highly and, while they are usually pleased to have visitors, it is usually best to phone first.

Conversation

When you first meet Australians, it is important to be aware that, as in any other country, it is not advisable to discuss some topics due to their personal nature or the fact that they are likely to cause disagreements and arguments.

Topics and questions to avoid at first meeting include:

- Personal/sexual relationships
- How much do you earn?
- How much something costs, such as house, car, and clothes
- Politics or religion

Common conversational topics (at first meeting) include:

- Family – yours and theirs
- The weather
- Sport and hobbies
- Travel, holidays
- What type of work/study you or they do
- Television programs, movies, theatre
- Current news
- What you or they do on the weekend
- Where you or they live
- Where you study/what you think about your course
- Whether you are enjoying Australia

Tax File Numbers (TFN)

If you do not work in Australia it is not mandatory for you to have a TFN. A TFN is allocated to each taxpayer

in Australia for taxation identification purposes. Wages are taxed at the highest marginal rate if an employee does not supply their employer with their TFN.

If you are enrolled in a course of study for longer than six months, you may be considered an Australian resident for tax purposes: this means that you can earn A\$6,000 income, tax free, in Australia per tax year.

It is at your discretion whether you provide your bank with your TFN. However, when interest paid on your deposit exceeds A\$120 per year, a proportion of that is held back as tax. By notifying your bank of your TFN, you pay the lowest possible rate of tax on the interest earned on your savings. If your bank has not been notified of your TFN, you pay the highest rate.

You can collect a TFN application form from the International Programs Office at your campus for lodgement at the nearest Australian Taxation Office branch. There is no fee for a TFN. Alternatively, once you



hold Permission to Work on your visa, you can apply for a TFN online.

If you do work in Australia, don't forget to lodge a tax return before you leave the country, so that any income tax you have overpaid will be refunded.

Please see also the "**Permission to Work**" section in this Guide.

Australian Taxation Office
www.ato.gov.au

Telephone, Internet and Postal Services

Emergency Phone Numbers

If you need the fire brigade, the police, or the ambulance service, **phone 000**. State the service you require and remember to give your address. This is a 24-hour, free service from any phone.

Public Telephones

Public telephones (also known as payphones) charge 50 cents for a local call. Most phones accept either Australian coins or phonecards. Phonecards come in A\$10, A\$20, A\$50 and A\$100 denominations, and can be purchased from most shops at the airport, suburban newsagents and supermarkets. Payphones can also be used to make reverse-charge (collect) and third-party-charge calls.

Private Telephones

Setting up a private or home phone usually involves initial connection costs.

These charges appear on your first phone bill, which usually arrives a month after the day of connection (you can request monthly or tri-monthly billing). On-going costs usually include a monthly rental fee plus charges for each local call (un-timed), and various rates per minute for calls to country areas or interstate (STD) and international.

There are numerous phone companies who offer a wide variety of plans (some with significant savings), so it is a good idea to do some research before you commit to one company. If you are living off-campus, it can be cheaper to have your home phone, mobile phone and Internet access with the same company.

If you are boarding privately, make sure you have an arrangement with your host/the owner about paying for the calls you make before using the phone.

If you share a flat or house, take care in arranging how the phone bills (including connection fees) will be shared. When you first move in, you should come to an agreement about how to pay phone bills, as this will avoid the problem of one housemate leaving others to pay for their calls. It is advisable to ensure all members of the household have their names placed on the phone bill. If your name is solely

listed on the bill, you alone are legally responsible for its payment.

STD (interstate or country areas) and international calls are automatically itemised on each phone bill. Bills list each call, the phone number and area called, the duration of the call and the total cost of each call. For an extra fee, you can also request a listing of local calls made.

International Phone Calls

International calls can be made direct from all phones in Australia, including payphones. Simply dial the following: the international access code (0011), your country code (if you are unsure of your home country's code, dial 132 200 for information), the area code for your city (remember not to dial the first zero), your family's phone number (for example).

International calls are timed and charged according to the destination, time of day and day of week. Weekend rates are often much cheaper than rates during the week. Please note that it can be very easy to make several hundred dollars worth of international calls within a short period of time. You may wish to consider buying pre-paid international phonecards which usually offer cheaper rates and are available from most newsagencies and post offices.

Mobile Phones

If you plan to bring your mobile phone with you to Australia, check first that your SIM card system is compatible and not blocked



for international use or locked to the phone network you use in your home country. We suggest you talk to students who have been in Australia for some time for tips on the best phone company and network to use. Some phone companies will not supply services to people who are temporary residents in Australia, but you can always use a pre-paid phone system. Pre-paid mobile phones also ensure that you will never be faced with an unexpectedly high mobile phone bill.

Internet

Internet access is available at all campuses.

Most on-campus accommodation and some off-campus accommodation will already have arrangements in place to enable Internet access for students. Please check with your accommodation provider.

If you are living off-campus in private accommodation, there are a number of Internet Service Providers (ISPs) who offer dial-up or broadband Internet services. Check with other students for their recommendations. If you have a mobile and/or private phone, it is sometimes cheaper to have these packaged with an Internet service from the same company. The following website allows you to check which providers offer broadband access in your area:

<http://whirlpool.net.au>

Postal Services

Post offices are generally open 9.00am–5.00pm Monday to Friday. Mail is delivered once a day on weekdays only.

Mail within Australia has a flat rate of postage (50 cents) for a standard letter. Non-standard letters and parcels are charged by weight and size. International mail charges are calculated by weight, size, destination and mode of transport.

You can also pay many utility bills at the post office (e.g. phone, gas, electricity). More information is available from the Australia Post website:
www.auspost.com.au



Time Zones

Victoria is in the Eastern Standard Time (EST) Zone, the equivalent to UTC (GMT) +10 hours.

In October each year, daylight saving commences, and clocks are moved forward one hour at 2.00am EST. The end of daylight saving occurs the following March, and clocks are turned back one hour at 2.00am EST. For 2006/2007, the daylight saving period starts on Sunday 29 October 2006, and ends on Sunday 25 March 2007.

Voltages

Domestic electricity in Australia is 240/250 volts/50 Hz. The Australian three-pin outlet is different from most other countries, so you may need to purchase an adaptor plug for any electrical appliances (e.g. laptop computer) you bring with you. Transformers and adaptors are easily obtained from an electrical appliance or travel goods store in Australia.

Studying in Australia



Learning Styles and Expectations

Learning styles vary from culture to culture and can be unexpectedly different. Generally speaking, the primary focus of university study in Australia is not to learn hundreds and hundreds of facts. While learning facts may form a component of your studies, in general a student's role is to look for and try to understand ideas and principles, and to ask why something happens. The ability to undertake research, and to analyse and evaluate information, are regarded as important skills.

Australian universities expect you to learn in a certain manner and adjusting to this style can present a challenge for some students. If you come from a culture which places great value on tradition and the knowledge of teachers, parents and ancestors then you will need to make some adjustments.

You might also find that the means of assessment is different. For example, in addition to written exams, you could be expected to do a number of written assignments, give oral (often known as "tutorial") presentations, take part in group work and assignments, etc. Your lecturers will expect you to ask questions and make judgments using your research as evidence.

To help you prepare for study in Australia, we recommend the book, *Studying in Australia* (Ballard

and Clanchy, Longman Cheshire, Melbourne, 1988). You may also wish to consult the following websites:

Melbourne (Bundoora) Campus:
www.latrobe.edu.au/lasesl
www.latrobe.edu.au/counselling

Bendigo Campus:
www.latrobe.edu.au/asu/
www.latrobe.edu.au/bendigo/students/services/counselling

Albury-Wodonga Campus:
www.latrobe.edu.au/otd/aw/support

Plagiarism

Plagiarism is using other people's ideas – either their exact words or a paraphrase – without telling the reader where the ideas came from. These ideas could be in books, journal articles, newspapers, on the Internet, television, radio or in any spoken or written text.

While in some academic cultures it is not necessary to tell your reader that you are using other people's ideas and/or words, this is not the case in Australia. Plagiarising somebody else's work (failing to acknowledge their ideas or words) and pretending it is your own (this includes copying another student's essay) is considered cheating.

You can avoid plagiarism in a number of ways:

- Always reference any ideas you use from another source. There are many referencing styles and



the style you use will depend on the subject/ discipline for which you are writing.

- If you do copy something directly – such as when you are quoting an author – you must use “inverted commas” to indicate the words are not your own.
- When you prepare to write an essay or presentation, put away the books and articles you have used so you cannot copy any of the sentences directly from those sources.

To find out more about referencing, please consult your Faculty or School office for information on the preferred referencing style for your discipline or visit the Resources for ESL Students link:

www.latrobe.edu.au/lasesl

Complaints and Grievance Procedures

La Trobe University encourages and welcomes feedback on aspects of the University's operation. It recognises the rights of students to express dissatisfaction or make complaints about processes or services provided by the University. The University is committed to continuous improvement and ensures complaints and expressions of concern are analysed to improve academic and administrative services.

For information about what you can do if you have a suggestion, concern or complaint that is affecting your study, please visit:

www.latrobe.edu.au/policies/ombudsman

Equity and Access Unit

The Equity and Access Unit (EAU) promotes full and equal participation of all students at all La Trobe University campuses by providing academic support to enrolled students with a disability or who are deaf or hearing impaired.

The EAU provides support to students who have one or more of the following disabilities or conditions: learning, intellectual, psychological, physical, neurological, medical, vision impaired.

The range of services provided varies according to the needs of each student (upon evaluation). Services include: in-class supports, out-of-class tutorial supports, limited equipment hire, liaison with lecturers, alternative assessment, alternative formatting of class materials, Auslan interpreters. Students with a temporary condition, such as a sporting injury or recovery from an operation or accident, are also eligible for support services.

If you think you may require support, it is important to contact the staff at the EAU before you leave your country to determine your eligibility for services.

www.latrobe.edu.au/equity

Melbourne (Bundoora) Campus:

Tel: (+61 3) 9479 2900

Email: equity@latrobe.edu.au

Bendigo Campus:

Tel: (+61 3) 5444 7410

Albury-Wodonga Campus:

Tel: (+61 2) 6024 9628

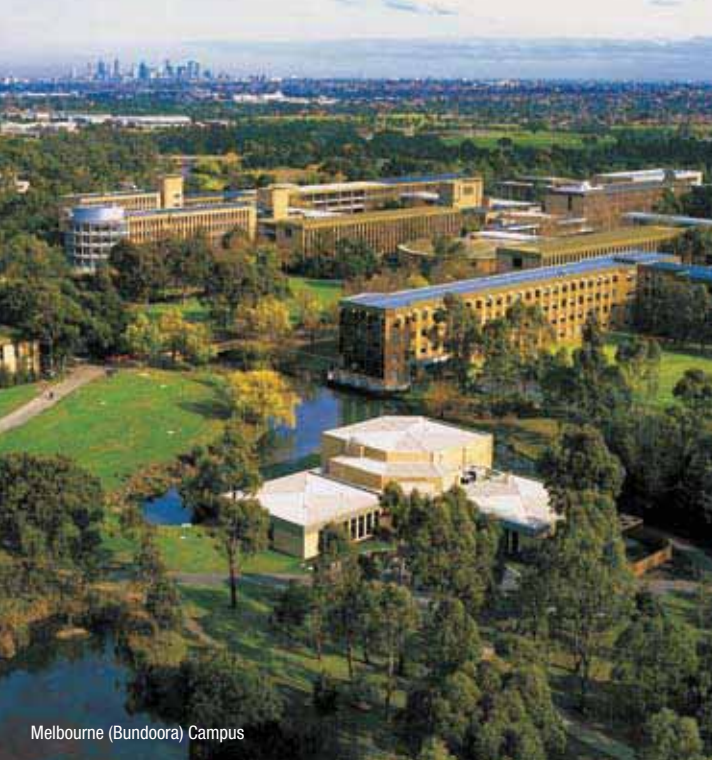
Student Exchange Program

La Trobe University encourages all students, including international students, to include one or two semesters studying overseas as part of their degree program. Student exchange offers a unique opportunity for self-discovery, as well as broadening your educational horizons. When studying on exchange, international students continue to pay their tuition fees to La Trobe University and tuition fees are waived at the host institution. Students selected for the exchange program may also receive a generous exchange grant to assist with their travel expenses.

La Trobe University has more than 80 partner universities around the world. To find out more, please visit the website:

www.latrobe.edu.au/international/exchange

Melbourne (Bundoora) Campus



Melbourne (Bundoora) Campus

International Programs Office (IPO)

As soon as possible after your arrival in Melbourne, please come in and **register** at the International Programs Office (IPO). You will be asked to fill out a simple registration form and will receive useful on-arrival information.

We look forward to welcoming you to La Trobe University!

Throughout your studies, the IPO will remain a place where you are welcome to come for advice, information and support.

The IPO is open Monday to Friday 9.00am–5.00pm and is closed for lunch between 12.30–1.30pm for the third week of semester onwards.

As the IPO and most other University offices are closed on weekends, we recommend you arrive in Melbourne on a weekday. If you do plan to arrive on a weekend, bring a copy of the IPO's weekend survival guide available from our website.

International Programs Office

Tel: (+61 3) 9479 1199

Email: international@latrobe.edu.au

www.latrobe.edu.au/international

IPO Services

A wide range of staff work at the IPO, specialising in a variety of areas. IPO staff can assist you by:

- Processing your application for admission
- Coordinating airport reception and booking temporary accommodation
- Answering admission, fee or enrolment-related queries throughout your studies

We also provide services and support including:

- Welcome Festival (Orientation) program
- A 'Returning Home' program when you complete your course
- Advice and support on personal, financial or cultural issues, and transition to life in Australia and study at La Trobe
- Specialised advice and assistance for students who receive financial support from a government agency, organisation, company or other registered sponsorship program from our Sponsored Students Coordinator
- Information and advice regarding "Student Exchange" opportunities for local and international students.

The IPO can also advise you as to your rights according to 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*. A copy of the National Code is available on the website: www.dest.gov.au/sectors/international_education/policy_issues_reviews/key_issues/esos/documents/national_code_pdf

International Student Support Services Programs

Each semester, we run a variety of programs that we encourage you to get involved in. Look out for new activities, including fun excursions and competitions, during the semester:

Friendship Program

We offer a wide range of social activities – from a day at a wildlife sanctuary to surfing and skiing weekends – and all are either free or inexpensive. This program provides opportunities to meet Australian as well as international students in a fun and relaxed environment.

InterNews

Join *InterNews* – our regular e-newsletter for international students at Melbourne (Bundoora) campus. Information ranges from cheap and free social events on campus and around Melbourne to relevant changes in University and immigration regulations. To subscribe before arrival: **Email:** studentsupport@latrobe.edu.au

IPO Photo Competition

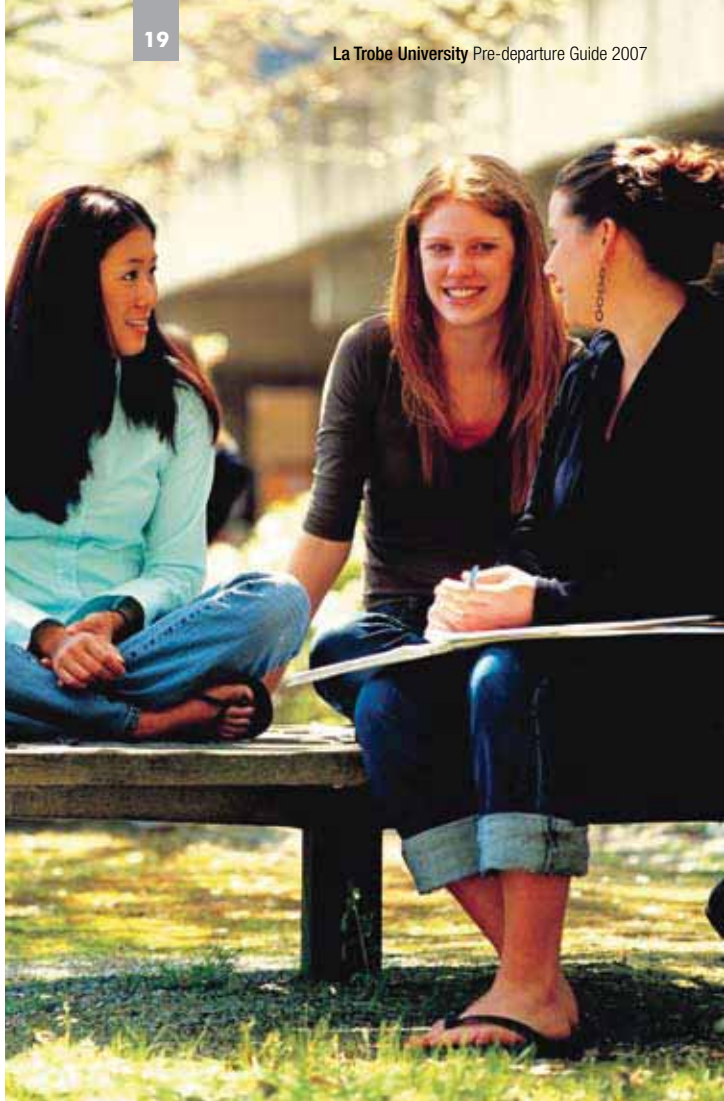
Express your creativity by entering the IPO Photo Competition. The competition runs each semester (look for details in *InterNews*), offers some great prizes and is your chance to see your photos published! **www.latrobe.edu.au/international/supportservices/photocomp**

Language Exchange

This program brings local and international students together to exchange language skills and share knowledge about their own cultures. We put you in contact with a student learning your native language (or a language you are fluent in), to practice your English skills, in exchange for assisting them in the language they are learning.

Returning Home Workshop

In this workshop, students reflect on their time at La Trobe, receive practical tips about packing, join the La Trobe alumni program, reflect on their time at La Trobe and more. Returned exchange students



also talk about their own experiences and about the big transition students make when leaving Australia and heading back home, from student life to working life, and so on. For further information, please visit: **www.latrobe.edu.au/international/supportservices/returning**

Welcome Festival (Orientation)

Success in your studies can depend on your adjustment to studying and living in Australia. The Welcome Festival

(Orientation) is a unique week-long program designed to assist you in your first days and weeks in Melbourne.

The Welcome Festival program includes many activities, a number of which are considered essential. Information regarding unit (subject) selection and enrolment is provided. This includes a faculty or school-based information session as well as discussions with course advisors. Other information relating to accommodation, Australian culture, finding work, travel and entertainment is available.

Social activities are organised and it offers an excellent opportunity to meet other students and make new friends.

We encourage you to arrive well in time for the Welcome Festival, and some days earlier if you need to search for accommodation. Please visit the following web page to get an idea of the types of sessions that will be held: www.latrobe.edu.au/international/predeparture/wf

Note:

Graduate School of Management (MBA/ GradDip Bus Admin/GradCert Bus Admin), Nursing, Diploma of Education, Master of Information Technology and Graduate Diploma of Computer Science students attend orientations specific to their needs, but are always welcome to attend Welcome Festival sessions.

Enrolment

Enrolment – when you formally register in your course – takes place during the orientation period. The process generally includes a faculty-based information session followed by discussions with course advisors, unit (subject) selection and enrolment into units. Your La Trobe Card (student identification card) will also be created as part of the enrolment process. Information on enrolment, and times and venues is available online prior to orientation: www.latrobe.edu.au/international/predeparture/wf

For help putting together your personal study timetable – a plan of when and where your classes will take place – Student Hosts are available every day during the Welcome Festival. You can view the current timetable online, but note that it is updated regularly: www.latrobe.edu.au/fsd/timetable

Accommodation

Temporary Accommodation

A range of temporary accommodation options are available in Melbourne. You can check out the options and book online via our website:

www.latrobe.edu.au/international/accommodation/temp

Long-term Accommodation

Students at Melbourne (Bundoora) campus have a wide range of options available for accommodation, both on and off campus. The best website to look at to get an overview of these options is:

www.latrobe.edu.au/international/accommodation

Before you start looking for accommodation it is best to be clear on what you require. Ask yourself these questions:

Location

- Do you want to live on or off-campus?
- Will you be relying on public transport? If so, consider living either on campus

or close to major bus, tram or train services in one of the suburbs between La Trobe and the city.

- Will you look for part-time work? If so, consider where you will look for work and how you will get to your workplace.
- Are you in a group of students? If so, whole vacant properties off-campus or, where available, the University flats, might suit your needs.

Facilities

- Do you want your own room? The layout of the house/flat etc is also important, particularly if you are sharing with others.
- Are you willing to share bathroom and kitchen facilities? If not, a one-bedroom apartment off-campus might be your only option. In some privately run student accommodation you have your own bathroom, but share a kitchen.
- Do you want meals provided? If so, do you have any special dietary requirements, such as vegetarian, halal or kosher food?
- Will you need furniture? All on-campus rooms are furnished, but most off-campus rooms are completely unfurnished. If you don't want to organise furniture, then full board, a room in a family home, and privately run student accommodation are your options. In an established share household, you may only need to provide furniture for your own bedroom.



- Will you need to connect utilities? If you rent a whole vacant property off-campus or a University flat, you may need to connect telephone, gas, electricity and Internet services.

Costs

- You may wish to refer to “**Living Costs**” on page 29 for a more detailed cost comparison between different types of accommodation.

Legal Questions

- How long do you require accommodation? If it is for less than six months then you will probably have difficulty gaining a lease on a rental property, as the standard length of a lease in Victoria is 12 months.
- Are you willing to sign a lease? If not, your options are limited to full board, rooms in family homes, some share accommodation and privately run student accommodation. If you run into difficulty with off-campus rental accommodation, you don't have as much protection without a lease.
- If you are intending to share with others, are all tenants happy to be listed on utility bills (e.g. electricity, phone, gas)? If your name is on a utility bill, you are legally responsible for its payment, so it is best to ensure that all co-tenants are listed.

We strongly advise you not to accept any long-term accommodation **without**

sighting it first and checking the suitability of the premises.

Make sure you understand all the conditions of any contract you sign, as well as the payment and bond conditions and procedures. Standard leases, condition reports and other tenancy information are available at the Student Accommodation and Financial Services Office. You can also contact the Tenants Union on:

Tel: (+61 3) 9416 2577

Useful information about the *Residential Tenancies Act* and starting a tenancy can be found on the following websites:

www.tuv.org.au

www.consumer.vic.gov.au

Off-campus Accommodation

When moving into a vacant house, you will need to pay for connection fees for utilities such as electricity, gas, telephone, furniture, bond (usually one month's rent), and one month's rent in advance.

In share accommodation you generally move into an already established house, flat or unit. Connection fees are already paid and the rest of the house is usually furnished. When enquiring about shared households you should ask about many things, such as sharing of food, cleaning, cooking and utility bills, smoking, parties and noise, pets, small children, and visits from family and friends/partners, before you decide whether the house is right for you.

Rental for a two bedroom unfurnished flat close to Melbourne (Bundoora) campus ranges from A\$190 to A\$220 per week, plus utilities. Rooms in an established shared household cost from around A\$75 to A\$100 per week, plus utilities. Rooms in a family home range from A\$90 per week (not including meals) to A\$170 per week (including meals).

Where to Look?

Information including advertisements for vacancies, real estate agents, maps, and useful links to the Student Accommodation Service database is available at:

www.latrobe.edu.au/accommodation

You can also look for housing ads at:

www.melbourne.gumtree.com.au

www.realestate.com.au

www.domain.com.au

www.melbourneexchange.com.au

www.flatmatefinders.com.au

If you prefer to share a house with others, check out the ads placed by people looking for new flat-mates at:

- Poster poles on Melbourne (Bundoora) campus
- Readings Bookstore: 309 Lygon St, Carlton
- Friends of the Earth: 312 Smith St, Collingwood





What About Furniture?

If you are planning to live off-campus, you will probably need to purchase furniture. Prices vary widely. To find cheap furniture you can go to second-hand shops or markets. Garage sales are listed in local newspapers and the "EG" section of *The Age* newspaper on Fridays.

The Trading Post is a paper advertising second-hand goods, usually sold privately. It is published on Thursdays, or you can consult their website:

www.trading-post.com.au

On-campus Accommodation

Residential Colleges

There are three residential colleges on the Melbourne (Bundoora) campus. They provide single furnished study-bedrooms, shared kitchen, bathroom and laundry facilities, and communal recreational and study areas.

Significant academic, pastoral, cultural and sporting programs are also provided to residents, although these differ between the colleges. The colleges are located within a two-minute walk of the campus centre.

Glenn College is catered (breakfast and dinner provided), while Chisholm and Menzies are self-catering with optional meals available for purchase from their college cafeterias and cafes. The colleges provide data connections to each room, and Menzies and Chisholm colleges offer computer laboratories for student use.

Menzies College

A\$201.60 per week (self-catering), plus the following compulsory up-front fees: Student Club annual fee \$85.00, Non-Attributable Damages Levy \$40.00, Orientation and Transition program annual fee \$88.00, Down Under program fee \$90.00, Contribution to University Infrastructure fee \$280.50 per year (\$140.25 for students staying for one semester only), and a Semester Surcharge of \$90.00 for students staying for only one semester.

www.latrobe.edu.au/menzies

Chisholm College

A\$139.65 per week (self-catering)

www.latrobe.edu.au/chisholm

Glenn College

A\$242.90 per week (including breakfast and dinner)

www.latrobe.edu.au/glenn

Note:

These rates are for 2006 and may increase in 2007.

Residences for Postgraduate/ Mature-age Students

The University Lodge and Graduate House cater for the needs of postgraduate and mature-age students, offering a quieter and more independent lifestyle.

Both are self-catering and offer single and shared rooms, limited rooms for couples with double beds, shared lounge areas, fully-equipped kitchens, self-service laundries, and recreational facilities. Initial sheets and towels are provided. Rooms are cleaned weekly.

The University Lodge is housed in magnificent 1920's style Edwardian buildings, located at the eastern periphery of campus. A train station with regular service to central Melbourne is within walking distance and there is a small local shopping centre nearby.

Graduate House is located at the northern periphery of the campus. Each building has a computer laboratory and computer connections are available in rooms.

Long Term Rates – per week

Single: A\$137

Twin-share or Couple: A\$185 per room

Casual Rates – per night*

Single: A\$44

Twin-share or Couple: A\$66 per room

*Casual (short-term) rates apply for stays of less than three months

Please note that these rates are for 2006 and may increase in 2007. For further information about on-campus accommodation, including up-to-date rates, please visit:

www.latrobe.edu.au/accommodation

On-campus Flats

These self-contained flats are located in pleasant surroundings about 10 minutes walk from the campus centre. All necessary furniture is provided; tenants only need to bring their own bedding, towels, cooking utensils and entertainment equipment (e.g. television). The flats range in size up to six bedrooms and are rented as whole properties (not on a room-by-room basis) to families, including those with children, and to groups of students wishing to share.

Rates range from A\$135 per week for a one-bedroom unit to approximately A\$390 per week for a five-bedroom apartment with two bathrooms. Please note that these rates may increase in 2007.

Tenants are responsible for the connection of their own gas, electricity and telephone. There is a coin-operated laundry on site, free parking, play equipment for children, and easy access to public transport to the city centre and local shopping centres.

Please note: It is not possible to book into on-campus flats prior to initial arrival at the University. As the flats are leased for 12 months from December each year, they are not generally available to students in their first year at the University.

Student Accommodation and Financial Services Office

The Student Accommodation and Financial Services Office provide services and advice on financial and accommodation issues. Students can also be assisted with budgeting and financial counselling. The office also administers a number of awards.

Tel: (+61 3) 9479 1565/3827

www.latrobe.edu.au/acadserv/finaid



Academic and English Language Support Services

Language and Academic Skills Unit (English as a Second Language)

LAS(ESL) staff work with students in a number of ways to improve their English and study skills.

If you are concerned about using English as a second language at university, or

want to improve your English skills, you can book individual consultations and attend their workshops.

Students are also given the opportunity to develop their English and receive credit for their studies. With the approval of your course advisor, you may undertake one or two semester-length ESL units: "English as Second Language 1" and "English as A Second Language 2".

Tel: (+61 3) 9479 2788

Email: lasel@latrobe.edu.au

www.latrobe.edu.au/lasesl



There are also Language and Academic Skills Units in the faculties, providing assistance specific to the academic environment and expectations of that faculty's disciplines. In either individual or group sessions, LAS advisors assist with the demands of tertiary studies including writing, reading, note-taking, oral presentations, time management, exam preparation and related language skills.

Humanities and Social Sciences

Tel: (+61 3) 9479 2535
www.latrobe.edu.au/humanities/supportunits/hasu

Law and Management

Tel: (+61 3) 9479 2665
www.latrobe.edu.au/lawman/lasu

Science, Technology and Engineering

Tel: (+61 3) 9479 2432
www.latrobe.edu.au/lasste

Health Sciences

Tel: (+61 3) 9479 3586
www.latrobe.edu.au/ssas

Education

Contact Ruth Shrensky
Mob: 0413 535 126

Campus Services and Facilities

Security and Safety

Melbourne (Bundoora) campus has an excellent safety record and a 24-hour security presence, with security officers available at all times to provide assistance and support.

A **24-hour Security hot-line** is available for emergencies:

Tel: 1800 800 613 (free call)
 OR, if dialling internally,
 use extension 2222.

Campus Bus

The campus bus operates between 8.00am–6.20pm, Monday to Friday during semester. Every 30 minutes the bus travels a set circuit starting at the bus interchange, to the David Myers Building, Language Centre, BM Guest House, Graduate School of Management, VABC, Graduate House and the tram stop. Please note that the campus bus does not run between 12.12pm–1.30pm.

After the campus bus ceases service in the evenings, a courtesy security bus service operates on campus. When the Library is open in the evening, the bus departs every 30 minutes from the east side of the Library and escorts staff and students to the academic buildings, car parks, colleges, the University Lodge, Language Centre, Barnes Way, Graduate House and the tram and bus stops. The service commences at 6.00pm and ceases at 10.05pm.

Security Escorts

The Security Escort service commences after dark and ceases at 5.30am. It provides individual escorts on campus that are arranged by telephoning Security. This service is provided for people who are alone or in twos and who feel unsure walking in the dark.

Tel: (+61 3) 9479 2012

Careers and Employment Service

The Careers Service offers individual advice and informative materials on career planning, graduate employment opportunities, vacation employment, tertiary courses and scholarships.

In addition, the Service runs a number of workshops every semester on topics such as looking for work, writing resumes and job seeking and interview skills.

A list of employer and job search sites are linked to the careers website. It also provides access to Going Global, a site offering employment information for many countries as well as access to overseas employers.

Please note that international students need to apply for permission to work whilst on a student visa.

Tel: (+61 3) 9479 2459
www.latrobe.edu.au/careers

Counselling Service

Melbourne (Bundoora) campus offers a free and confidential counselling service provided by trained counsellors. You may wish to discuss issues such as transition to life in Australia; concerns about study-related issues; relationship difficulties; questions of identity and self-esteem; depression and anxiety; coping with disabilities or health problems.

The Counselling Service also runs group programs throughout the year on areas such as interpersonal communication, exam success, relaxation and overcoming procrastination.

Tel: (+61 3) 9479 2956
www.latrobe.edu.au/counselling

Computer Facilities and Email

All students enrolled at La Trobe are provided with an **email account** for the duration of their enrolment. The University may communicate important information to you by email, so please be sure to check your University email account regularly.

The University has computer services to support teaching and research activities, including networking facilities for internal and external electronic communication. Many forms of training and support are also provided.

Resources provided at the University's Computer Study Hall include basic word processing, email, statistical analysis and general software.

www.latrobe.edu.au/studyhall
www.latrobe.edu.au/its/services_students

Postgraduate students may undertake STEPS courses (Skills Training and Enhancement Program), supported by IT Training, in the Business Systems Development Unit. Software and technical courses range from introductory to advanced levels.
www.latrobe.edu.au/steps

Free IT Skills Training

La Trobe University, in partnership with Thomson NETg, offers a program of optional computer-based IT training tutorials available free of charge to all enrolled students. The training covers computer basics, common applications for word processing, spreadsheets, presentation packages, databases and email, as well as Internet and web activities. The accredited courseware consists of the International Computer Driving Licence (ICDL) syllabus.
www.latrobe.edu.au/cbt

Library

The La Trobe University Library is recognised as one of the leading university libraries in Australia. The Library uses sophisticated information technology to provide a comprehensive range of services and support for teaching and learning, research and scholarship at all

the campuses of the University. Facilities are also available for sight or hearing impaired students.

Library contact for international students:

Nicole Sackers
Tel: (+61 3) 9479 3558

Information Desk:

Tel: (+61 3) 9479 2922
www.lib.latrobe.edu.au

Medical Centres

La Trobe University Medical Centre located on the northwest corner of campus offers services ranging from general health care (general practice, physiotherapy, pathology, pharmacy) to specialist consulting such as paediatrics, x-ray and general surgery.

Please note that La Trobe University Medical Centre is a private company and is not run by La Trobe University. It does not offer direct billing or student discounts.

Tel: (+61 3) 9473 8885

At the following medical centre, students who are covered by WorldCare OSHC pay only a small up-front fee:

Reservoir Medical Group

Cnr. Plenty and Gremel Rds
Reservoir
Tel: (+61 3) 9478 2255

Textbooks

Save money when you buy your textbooks – search for the books you need through La Trobe's online Second-hand Bookshop:
www.latrobe.edu.au/src/store

Family and Child Care Services

Child Care

Child care is available at two locations on Melbourne (Bundoora) campus.

Children's Centre

The Children's Centre is open Monday to Friday 8.15am–6.15pm.

Children from six weeks to five years old can be catered for. Full-time (5 days per week) and part-time (daily or sessions) options are available. Fees vary according to the care required and your eligibility for financial assistance. Students may receive assistance in the following ways:

- Students who hold Australian Federal Government scholarships may be entitled to Government assistance in meeting the cost of care.
- Student families who pay the General Service Fee when enrolling as a student will be eligible for an additional child care subsidy.

As the Centre has a waiting list, it is imperative that families make contact with the centre before arriving in Australia.

Director, Jenny Reynolds

Tel: (+61 3) 9478 9422

Email: children@latrobe.edu.au
www.latrobe.edu.au/child

Parents and Children's Child Care Centre

Family and Children's Services operates the Parents and Children's Child Care Centre for pre-school children (currently from 12 months to 5 years). The children are cared for by qualified staff members and parents acting as assistants. The centre is open Monday to Friday 8.45am–5.15pm during semester (closing at 5.00pm during breaks and exam periods). Care is part-time only, with a maximum of 30 hours per week.

Minimum fees are charged, because Centre members are required to spend one hour on duty for every 10 hours of booked care for children over three years old and more for children under three years old. Fees are \$40 per week, \$12 per day and \$6 per half day.

Please note that this service is currently being reviewed and conditions may change.

For more information, please visit the following website and click on the Parents and Children's Child Care Centre link:

www.latrobe.edu.au/union/SER/union_services.html

An appointment must be made with the coordinator prior to bringing children in for care:

Tel: (+61 3) 9479 2526

Community Children's Services

Your local council provides many services that you may access as a resident of that municipality. You may wish to consult your local council about child care centres in your area.

Darebin City Council, for example, provides services for people living near Melbourne (Bundoora) campus including: maternal and child health centres; pre-school dental care; child care centres; family day care; and school holiday programs:

www.darebin.vic.gov.au

Family Accommodation

The only on-campus accommodation for families is the Barnes Way flats. However, it is not possible to apply for this accommodation before you arrive. For further information please visit:

www.latrobe.edu.au/housing/barnes

You may wish to contact Student Accommodation Services for assistance:

Tel: (+61 3) 9479 1565
www.latrobe.edu.au/accommodation/bundoora.html

Support for Spouses

The International Student Support Services (ISSS) team supports not only students studying at La Trobe, but their spouses too. ISSS can provide information and referral to assist spouses to create support networks, find out more about Australia, and

improve their English. Welcome information kits are available at the IPO for students joined in Melbourne by their families.

Student Organisations

La Trobe University Guild

The La Trobe University Guild provides social activities, support services and amenities to make your life at University as enriching and enjoyable as possible.

The Guild coordinates an extensive social program as well as leisure courses and a weekly market. Other key services provided include CONTACT (information and referral services) and the Student Employment Service, who can assist in your search for part-time or casual work.

Membership is **free for full-fee paying international students** and does **not** require payment of the Voluntary General Service Fee.

Discounts may include reduced parking rates, 50% off Sports Centre membership, access to legal advice and bookshop discounts.

Tel: (+61 3) 9479 2456

Sport Centre

The Sports Centre at Melbourne (Bundoora) campus includes: a fully equipped gym; 25 metre indoor pool; aerobics classes; dance; yoga; courts for tennis, squash, volleyball, badminton, netball, basketball, and indoor soccer. At the retail store, you can hire ski and camping equipment.

International students who apply for free membership of the La Trobe University Guild receive a 50% discount on Sports Centre membership, bringing the total annual membership fee to \$50 in 2007.

Tel: (+61 3) 9479 2973
Email: sara@latrobe.edu.au
www.latrobe.edu.au/sara

International Students' Association (ISA)

The ISA is a non-political, student organisation funded by the Guild. The ISA aims to: promote and assist the welfare, social, educational and cultural activities of international students; work towards promoting goodwill amongst Australians and international students; and educate and inform members in local and international matters.

Tel: (+61 3) 9479 3949/1573

Email: isa@latrobe.edu.au

Students' Representative Council (SRC)

The SRC is an active, political student body which aims to represent student affairs across La Trobe, and provides services such as a driving school, an online second-hand bookshop, photocopying, fax and document binding. It also funds over 50 active clubs on campus.

Tel: (+61 3) 9479 2976

www.latrobe.edu.au/src/clubs_societies

The other major role for the organisation is to provide advocacy for students. The Student Advocate represents students in discussions with academics and other staff, and assists with preparation for unsatisfactory academic progress procedures.

Tel: (+61 3) 9479 1189

www.latrobe.edu.au/src

La Trobe University Postgraduate Association (LUPA)

LUPA is the representative body for postgraduate students. Professional functions include seminars each semester on topics such as writing a literature review, research methodologies, or thesis editing. LUPA publishes regular newsletters and a handbook for students new to postgraduate study.

Tel: (+61 3) 9479 2438

Email: lupaoffice@latrobe.edu.au
www.latrobe.edu.au/lupa

Living in Melbourne

About Melbourne

Melbourne is Victoria's capital city and is one of the most livable cities in the world (Economist Intelligence Unit, London, 2002–2005).

With a population of 3.5 million people, originating from 153 different countries, Melbourne is a vibrant city which is famous for its multiculturalism. The city is often regarded as the cultural capital of Australia and is renowned worldwide, for its leading contribution to the Arts. It is also the home to many major sporting events.

Melbourne is notable for its many cafes and restaurants, boutique shopping, extensive parklands and an excellent transport system. It also offers many possibilities for day or weekend trips and is a short distance from Victoria's beautiful beaches, the Great Ocean Road, Victoria's wine-growing regions, National Parks and ski fields.

For further information about Melbourne, including what's on, please refer to the following websites:

www.visitmelbourne.com.au
www.melbourne.citysearch.com
www.theage.com

Getting Around

Whether you are relying on public transport or driving your own car, it is a good idea to buy a local street directory that includes bus, train and



Yarra River, Melbourne, Victoria

tram routes (including stop numbers). The Melway and the UBD are the most commonly used street directories, available new from the campus bookshop or from most bookshops and newsagents.

Public Transport

The metropolitan public transport system incorporates train, tram and bus services. You can change services from train to tram to bus as often as you like on the one ticket.

The number **86 tram** and number **250, 340 and 350 buses** run straight from the city centre to the La Trobe campus. Depending on where you join the services, the bus services usually provide a quicker journey time than the tram.

Metcards are available at train stations and on buses and trams. (Note: ticket machines currently accept coins only, but machines accepting notes are being phased in during 2007). You can also buy



Metcards from milkbars, pharmacies and newsagents, and at Contact on campus, which also stocks public transport timetables. You should validate your ticket every time you board a tram or bus or enter a train station.

In Victoria, the only international students eligible for concession prices on public transport are students on a formal Student Exchange program. Exchange students can collect a concession

application form from the IPO on arrival. If you travel without a valid ticket, or on a concession ticket without a concession card, you are at risk of being fined by inspectors.

Melbourne's public transport network is split into three zones, colour coded for easy recognition: Zone 1 is yellow, Zone 2 is blue, and Zone 3 is red. Melbourne (Bundoora) campus is located in Zone 1, the cheapest zone for public transport in metropolitan Melbourne.

Full Price Fares

(Current at June 2006 and may be subject to change)

	Zone 1	Zone 1+2
2 Hour Ticket	A\$3.20	A\$5.20
Daily	A\$6.10	A\$9.70
Weekly	A\$26.70	A\$45.20
Monthly	A\$98.90	A\$152.60

Train and tram services generally operate between 5.00am and 12.00 midnight Monday to Saturday, and 8.00am–11.00pm Sundays. Operating hours vary for local bus services. A NightRider bus service operates in some areas from 12:30am till 4.30am on Saturday and Sunday.

For timetable and service information as well as full details on the entire range of tickets available, contact Metlink:

Tel: (+61 3) 131 638

www.metlinkmelbourne.com.au

Taxis

Taxis are generally an expensive form of transport. The following companies offer services in and around Melbourne:

North Suburban Taxis

Tel: 13 1119

Silver Top

Tel: 13 1008

Black Cabs

Tel: 13 2227

Driving

Before you start driving in Australia, we recommend you take some lessons to familiarise yourself with local driving conditions and road laws. Road laws include;

- Driving on the left-hand side of the road; this applies to all states in Australia.
- All occupants in a car, including passengers, must wear seatbelts.

- 'Drink driving' – i.e. driving when over the legal blood alcohol limit – can result in heavy fines or even loss of licence (including an overseas licence).
- At some Melbourne city centre intersections, hook turns are required; drivers turn right from the left-hand lane in order not to obstruct trams.

You can find out more about licensing and road rules by reading '*Driving in Victoria: Rules and Responsibilities*' on the Vic Roads website:

www.vicroads.vic.gov.au

Driver Licensing in Victoria

You may drive on a valid overseas licence indefinitely while holding a student or temporary visa, provided the licence is either in English or is accompanied by an official English translation. To get your licence translated, visit the Victorian Interpreting and Translating Service (VITS) at Level 1, 371 Spencer Street in the city. The cost is A\$44 (credit card or EFTPOS only, no cash), and translation takes around 5 business days to complete. For more info, phone VITS.
Tel: (+61 3) 9280 1955

An International Driving Permit is a translation of a driver licence; it is not a license itself. For your International Driving Permit to be valid, you must also carry your overseas licence when driving.

Cycling

Certain road rules apply specifically to cyclists, including: bicycles may not be ridden on footpaths; all cyclists must wear an approved safety helmet (except on medical and/or religious grounds); bicycles must be equipped with a bell or horn, an efficient brake and, if ridden at night, a white headlight, red tail-light and red rear reflector. See the Bicycle Victoria website for comprehensive cycling information:

www.bv.com.au

To buy an inexpensive bicycle in Melbourne, look for advertisements in

Average Living Costs for One Student			
Type of Accommodation	Renting Shared House or Flat	One Bedroom Flat/Apartment	Campus Non-Catered
Establishment Costs (A\$)			
Bond ³	390 ¹	565	655
Rent in Advance	390	565	3,245 ²
Telephone Connection	20 ¹	59	n/a
General Establishment Costs	300 ¹	600	200
Total	1,100	1,789	4,100
Annual Costs (A\$)			
Books, Stationery, Photocopying, etc.	600	600	600 ⁵
Work Visa (payable only once)	60	60	60
Total	660	660	660
Average Weekly Costs (A\$)			
Weekly Rent/Board	90 ¹	130	171
Household "Kitty" (food, cleaning products, etc.)	45	50	45
Food (lunch and snacks)	30	30	30
Utilities (gas, electricity, phone)	20	30	10
Travel (public transport/fuel)	26	26	12 ⁴
Spending Money	40	40	40
Average Weekly Costs	251	306	308
Total Estimate (1 year)	10,657	13,206	12,834

the *Trading Post*, second-hand shops, on e-Bay, or the *Ratsheet* on campus.

Living Costs

Average Living Costs for One Student

The above table shows estimated average annual costs for a single student sharing rental accommodation, living in a one-bedroom flat and living on campus (non-catered). Total figures are for the **37 weeks** of the academic year only.

Please note that we have not included the cost of clothing or travel expenses for leisure purposes.

1. Assumes shared with two others.

2. Note that it is sometimes possible to negotiate to pay less rent in advance with colleges.

3. Bond is usually refunded at the end of your stay provided no money is owing (and that you have given the required period of notice), and that you have caused no damage to property. Note that some private student accommodation providers will deduct a \$50 cleaning charge at the end of your stay.

4. Transport for entertainment and work purposes.

5. Some college libraries contain key textbooks that could reduce expenditure.

Average Living Costs for a Couple with Children

Establishment Costs	Cost (A\$)
Bond ¹	1083
Rent in advance ²	1083
Telephone connection	59
General establishment costs (furniture, linen, crockery etc)	1,500
Total	3,725
Annual Costs	Cost (A\$)
Books, stationery, photocopying etc	1,000
Health insurance (OSHC)	698
Work visa (payable once only)	60
Clothing	850
Schooling (for 1 child)	10,350
School books (for 1 child)	250
School uniform	200
Total	13,408
Average Weekly Costs	Cost (A\$)
Weekly rent	250
Food: groceries	170
Food: lunch and drinks Monday to Friday	40
Bills: gas, electricity, phone, etc.	60
Travel: public transport/fuel	75
Miscellaneous expenses	60
Lunches for child at school	30
Travel for children	13
Average Weekly Costs	698
Weekly Costs Total for Year	36,296
Total Estimate (1 year)	53,429

Average Living Costs for a Couple with Children

The above table shows estimated average costs for a couple with one school age dependent child and one non-school age dependent child, living in rental accommodation.

Please note: the cost of travel expenses for leisure purposes is not included.

- 1. Bond. This is usually refunded at the end of your stay provided no money is owing (and that you have given the required period of notice), and that you have caused no damage to property.*
- 2. Rent in advance. One month in advance is the maximum amount you will be required to pay if your rent is less than A\$350 per week. This limit applies to the bond amount as well.*

Entertainment and Recreation

The cost of attending the theatre, cinema and sporting events can vary depending on when you go and where you buy your ticket. Commercial cinemas tickets are normally cheaper on Tuesdays, and tickets are generally half-price on Mondays at 'art-house' cinemas.

If you are interested in the theatre or classical music, visit Half-Tix in the Town Hall. This outlet offers half price tickets to a wide range of shows (and sometimes bus trips) on the same day. Some companies offer 'student rush' tickets to performances, usually purchased an hour before the starting time at a reduced price. La Trobe University also offers free or inexpensive movies, plays, comedy and concerts.

In keeping with the great popularity of sport in Melbourne, La Trobe University's Melbourne (Bundoora) campus provides a range of sporting and recreational facilities available to students at heavily discounted rates.

Melbourne also offers a thriving live music scene, numerous art galleries and museums and annual events such as the Comedy Festival, International Film Festival and the Fringe Festival.

For comprehensive guides to what's on in Melbourne, check the street presses (*Beat* www.beat.com.au or *InPress*), the Internet, or *The Age* newspaper (www.theage.com.au), in particular the EG supplement on Fridays.

Shopping

Department stores and most other shops in the Central Business District (CBD) and the surrounding suburbs are open 9.00am–5.00pm or 6.00pm Monday to Wednesday and Saturday. Late night shopping is generally

available on Thursdays and Fridays (till around 9.00pm) and shorter shopping hours occur on Sundays (e.g. 10.00am–4.00pm).

Markets, such as Queen Victoria Market in the CBD, and Preston Market (a short tram ride from La Trobe), usually have the lowest priced fruit, vegetables, meat and seafood. Queen Victoria Market is open on Tuesday and Thursday 6.00am–2.00pm, Friday 6.00am–6.00pm, Saturday 6.00am–3.00pm and on Sunday 9.00am–4.00pm. Preston Market is open Wednesday 8.00am–3.00pm, Thursday 8.00am–6.00pm, Friday 8.00am–8.00pm and Saturday from 8.00am–3.00pm.

Halal Foods

A comprehensive list of food outlets that offer halal food and a list of halal products available in Australia is available at the International Programs Office. On campus, halal meat is served at Kebab Central and the Indian takeaway, Café Spice.

Kosher Foods

For an extensive list of places that offer kosher foods around Melbourne check the following website: www.jccv.org.au/kosher.htm

Prices

The following price list was compiled at a Safeway Supermarket and the Preston Market in August 2006. All prices are in Australian dollars and are subject to change.

Shopping		
Item	Super-market Price (A\$)	Preston Market Price (A\$)
Apple (1kg)	A\$4.46	A\$1.99
Orange (1kg)	A\$3.46	A\$2.99
Broccoli (1kg)	A\$2.97	A\$2.79
Carrots (1kg)	A\$1.96	A\$0.99
Potato (1kg)	A\$3.23	A\$1.49
Onion (1kg)	A\$2.98	A\$0.99
Tomato (1kg)	A\$3.42	A\$1.99
Lettuce (each)	A\$1.50	A\$1.49
Chicken wings (1kg)	A\$3.49	A\$2.50
Chicken fillet (1kg)	A\$13.99	A\$11.00
Pork chops (1kg)	A\$15.99	A\$8.99
Lamb chops (1kg)	A\$9.99	A\$10.99
Minced beef (1kg)	A\$13.99	A\$5.99
Sesame oil	(210mL) = A\$3.25	(1L) = A\$6.90
Oyster sauce	(500mL) = A\$3.91	(1L) = A\$5.50
Soy sauce	(250mL) = A\$2.64	(500mL) = A\$2.50
Coca Cola (1.25L)	A\$1.48	n/a
Fresh milk (2L)	A\$2.09	n/a
Fresh orange juice (2L)	A\$4.99	n/a
White bread	A\$2.25	A\$1.99
Butter (250g)	A\$0.99	n/a
Tea bags (50 bags)	A\$5.55	n/a
Instant coffee (600g)	A\$4.79	n/a
Honey (500g)	A\$4.99	4.99
Margarine (500g)	A\$1.20	n/a
Rice (5kg)	A\$7.60	A\$7.90
Eggs (doz. 600g)	A\$2.60	A\$2.50
Toothpaste	(250g) = A\$2.98	(130g) = A\$5.00
Toilet rolls (6 rolls)	A\$3.38	A\$1.50
Paracetamol (24 tabs.)	A\$2.05	A\$2.35
Sunblock (200mL)	A\$13.49	A\$16.55
Tissues	A\$1.08	A\$0.99

Key: kg = kilogram, g = gram, mL = millilitre, L = litre

Bendigo Campus



Bendigo Campus

International Programs Office (Regional Campuses)

As soon as possible after your arrival in Bendigo, please come in and **register** at the International Programs Office (Regional Campuses). You will be asked to fill out a simple registration form and will receive useful on-arrival information.

We look forward to welcoming you to La Trobe University!

Throughout your studies, the International Programs Office (Regional Campuses) remains a place on campus where you are always welcome to come for advice, information and support. The office is open Monday to Friday 10.00am until 4.00pm and is closed for lunch 12.30 to 1.30pm.

The services provided by the IPO (Regional Campuses) include:

- Airport reception and temporary accommodation booking
- Welcome Festival (Orientation) and Returning Home programs

- Advice and assistance regarding visas, health-cover, tuition fees and more
- Guidance and appropriate referral regarding academic, social, financial and cultural issues and support during your studies
- General information regarding 'Student Exchange' opportunities for local and international students.

The IPO (Regional Campuses) can also advise you as to your rights according to 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*. A copy of the *National Code* is available on the website:

www.dest.gov.au/sectors/international_education/policy_issues_reviews/key_issues/esos/documents/national_code_pdf

International Programs Office (Regional Campuses)

Tel: (+61 3) 5444 7924

Email: campusadmissions@latrobe.edu.au
www.latrobe.edu.au/international/bendigo

International Student Support Services Programs

In addition to the Welcome Festival program (see opposite), we run a variety of programs which we encourage you to get involved in at any time. Look out for new activities, including fun excursions and competitions, during semester:

Connections Mentoring Program

Connections is a mentoring program designed to promote understanding, unity and friendship amongst international

and local students. It also provides support to international students during their transition to life in Australia.

www.latrobe.edu.au/international/supportservices/bendigo_programs

InterNews

Join *InterNews*, our regular newsletter for international students at La Trobe University. Subscribe on arrival.

IPO Photo Competition

Express your creativity by entering the IPO Photo Competition.

www.latrobe.edu.au/international/supportservices/photocomp

Lead On

Lead On is a group that aims to help you gain practical work experience. The group can help you build on your networking skills (by making valuable community contacts) and link you with a community group that caters to your interests.

www.leadon.com.au

Returning Home Workshop

In this workshop, students reflect on their time at La Trobe, receive practical tips about packing, join the La Trobe alumni program, reflect on their time at La Trobe and more. Returned exchange students also talk about their own experiences and about the big transition students make when leaving Australia and heading back home, from student life to working life, and so on. For further information, please visit:

www.latrobe.edu.au/international/supportservices/returning

Welcome Festival (Orientation)

All international students are invited to attend a three day Welcome Festival for international students followed by a one week General Orientation together with local students. You should plan your arrival to be in time for the Welcome Festival program, and some days earlier if you need to search for accommodation.

The Welcome Festival and General Orientation Week programs provide a great opportunity to meet and mix with new Australian students. They are designed to familiarise you with the lay-out and facilities of the campus, to introduce you to staff members who will assist and advise you during your stay, and to introduce you to other new students from all around the world. Student volunteers will assist you throughout orientation with campus and city tours, and guide you through enrolment procedures.

Note: Grad Dip Education and Grad Dip Outdoor and Environmental Education students attend orientations specific to their needs but are always welcome to attend Welcome Festival sessions.

Enrolment

Enrolment is when you formally register in your course. The process takes place during the Welcome Festival (Orientation) period. The process generally includes an interview with the Academic Advisor followed by discussions with course advisors, unit (subject) selection and enrolment into units.

You will be issued with an enrolment form, which you present to Student Administration to receive your student identification card, the La Trobe Card. This is a smartcard on which you can store data, borrow from the library and pay for photocopying.

www.latrobe.edu.au/smartcard

Information on enrolment times and venues is available from the IPO (Regional Campuses) prior to orientation. You can view the current timetable online, but note that it is updated on a regular basis:

www.latrobe.edu.au/students/timetables

Accommodation

Temporary Accommodation

If you require temporary accommodation in Melbourne or Bendigo, please refer to the following webpage.

www.latrobe.edu.au/international/accommodation/temp



Long-term Accommodation

Before you start looking for accommodation it is best to be clear on what you require.

We recommend you ask yourself some of the **accommodation questions** in the Melbourne (Bundoora) campus "Accommodation" section of this guide (p. 20).

Please refer also to "**Living Costs**" in the "Living in Bendigo" section of this Guide, for a cost comparison between different types of accommodation.



On-campus Accommodation

Six different styles of on-campus accommodation are available. Please note that all on-campus accommodation is co-educational i.e. houses both male and female students.

Every effort is made to accommodate students, providing your application is made **well before arrival** in Australia. It is important that you identify and let us know, before departure, the type of accommodation you would prefer on arrival so that we can endeavour to secure your preferred choice.

If you wish to decide on accommodation after you arrive, so you can look at the various options available, we will arrange temporary accommodation for you upon request.

Current fee information and online application forms are available on the Residential Services website:

www.latrobe.edu.au/residentialservices

Note: Linen packs and a towel are also available for purchase from residential services (\$A179).

The Terraces (Self-catered) 168 rooms

The Terraces consist of 21 large houses each with eight single, fully furnished bedrooms. Each Terrace contains a large heated, fully furnished lounge room, modern well-equipped kitchen, two bathrooms and two laundry areas. Students provide their own room heaters, desk lamps, some kitchen utensils/crockery and bed linen, blankets and pillows. The Terraces' residents can

access a central Common Room that contains a large lounge room, computer room, group study room, photocopying facilities and a small kitchen.

The Units (Self-catered) 108 rooms

The Units consist of nine centrally heated houses with twelve single, fully furnished, bedrooms. Each unit contains a large partly equipped kitchen/dining area, a lounge room and two bathrooms. A large fully equipped central laundry offers facilities for all students. Students provide their own crockery, kitchen utensils, desk lamps, bed linen, blankets and pillows. A central Common Room contains a large lounge room, computer room, group study room, photocopying facilities and a small kitchen.

Halls of Residence (Catered) 161 places

The Halls of Residence are 1km from the main campus and are the only catered residence, offering meals Monday to Friday*. Three Halls – Scott, Mills and Pryor – each contain 40 furnished single bedrooms, two communal bathroom areas, two large lounge rooms and kitchenettes. Scott Annex contains four furnished twin-share rooms and 26 furnished single bedrooms, centred around a lounge room with shared bathroom areas. Pryor Annex provides self-catering accommodation in two furnished one-bedroom flats, one furnished two-bedroom flat and one furnished eight-bedroom flat. In all Halls, students provide their own desk lamps, bed

linen, blankets and pillows and kitchen utensils/crockery for weekend meals.

**Catering staff are happy to discuss special dietary requirements with students. Students cater and cook their own meals on Friday evenings and weekends.*

Orde House (Self-catered) 24 rooms

Orde House consists of 24 furnished single bedrooms, a large heated lounge and communal kitchen and a well-equipped laundry area. Students at Orde House provide their own room heaters, desk lamps, bed linen, blankets and pillows, kitchen utensils and crockery. A large garden provides barbecue facilities, outdoors eating and recreation facilities.

Off-campus Accommodation

Where to Look?

You can find a range of information related to accommodation including advertisements for vacancies, real estate agents and more on the noticeboards in the Student Union building and throughout the campus. You can also look for housing advertisements in *The Bendigo Weekly* on Fridays or *The Bendigo Advertiser* on Saturdays. Finally, you can find more information about available accommodation on the Bendigo Student Association (BSA) website (click on the red text under Market Place on the left): www.bsabendigo.com.au

Furniture

If you are planning to live off-campus, you will probably need to purchase furniture. Prices vary widely, depending



upon what you are prepared to spend. To find cheap furniture you can go to second hand shops or garage sales. Garage sales are usually listed in *The Bendigo Advertiser* on Saturdays. Buying furniture from other students who are returning home is a convenient way to get what you need.

Academic and English Language Support Services

Academic Skills Unit

Academic Skills Unit (ASU) staff work with students to improve their English language skills and develop their academic learning.

Students can also enrol in the accredited unit "Academic Skills for Tertiary Study". This is an inter-disciplinary single semester subject which is available in Semester 1 or 2 and develops students' language or learning skills. It counts for 15 credit points towards an undergraduate degree. Before enrolling, students should gain approval from their course coordinator.

Tel: (+61 3) 5444 7242
Email: ben-academicskills@latrobe.edu.au

www.latrobe.edu.au/asu

Campus Services and Facilities

Security and Safety

Bendigo campus has a 24 hour security presence, with security officers available

at all times to provide assistance and support.

Tel: 1800 077 043 (free call)
www.latrobe.edu.au/bendigo/security

Security Escort Service

A security escort service operates during the academic year, Monday to Friday from 5.00 pm to 10.00 pm. The Security Officer is available during these times to escort staff and students to car parks, campus residences and other related venues.

Tel: 0419 519 553
OR, if you are calling internally, extension 8475

Careers Advisory Service

The Careers Advisory Service at Bendigo campus offers personal advice and informative materials on graduate employment opportunities, vacation employment, where and how to apply for jobs, writing resumes and attending interviews.

A list of employer and job search sites are linked to the careers website. It also provides access to Going Global, a site offering employment information for many countries as well as access to overseas employers.

www.latrobe.edu.au/bendigo/students/services/careers

Counselling Service

You may wish to discuss with a counsellor issues such as: transition to life in Australia; concerns about

study-related issues; relationship difficulties; questions of identity and self-esteem; depression and anxiety; coping with disabilities or health problems.
www.latrobe.edu.au/bendigo/students/services/counselling

Computing Facilities and Email

All students enrolled at La Trobe are provided with an **email account** for the duration of their enrolment. The University may communicate important information to you by email, so please be sure to check your University email account regularly.

Access to computers at Bendigo campus is via a free student account, automatically generated after enrolment. For further information, please visit: www.latrobe.edu.au/dssg/students

IT Training

La Trobe University offers free optional computer-based IT training tutorials to enrolled students.
www.latrobe.edu.au/cbt

Postgraduate students may undertake STEPS courses (Skills Training and Enhancement Program), supported by IT Training, in the Business Systems Development Unit. Both software and technical courses range from introductory to advanced levels.
www.latrobe.edu.au/steps

Library

Students attending all La Trobe University campuses are served by

outstanding library services. The La Trobe University Library is recognised as one of the leading university libraries in Australia.

The Heyward Library at Bendigo campus provides access to a wide range of information resources in a variety of formats. For further information, please visit:

www.lib.latrobe.edu.au/home

Medical Clinic

The Medical Clinic at Bendigo campus is located in the Student Services Centre. You can make an appointment with the Student Services receptionist to see the nurse or doctor.

For information relating to the medical clinic, please visit:

www.latrobe.edu.au/bendigo/students/services/medical_clinic

For information relating to other on-campus health services, please visit:

www.latrobe.edu.au/bendigo/students/services/health

Family and Child Care Services

Child Care for Pre-school Children

Child care is available at the Books and Blocks Childcare Centre. The centre

is an accredited child care centre conveniently situated on campus. Child care is available to families of students, University staff and community parents. Long day care is available between the hours of 7.45am and 6.00pm.

Fees vary according to the care required and eligibility for financial assistance. Students who hold Australian Federal Government scholarships are entitled to government fee relief. For more information concerning child care, please phone:

Tel: (+61 3) 5444 7215

Community Children's Services

Your local council may provide services that you may access as a resident of that municipality. Consult your local council about child care centres in your area.

Support for Spouses

The International Programs Office (Regional Campuses) supports not only students studying at La Trobe, but also their spouses. The IPO (Regional Campuses) can provide information and referral to assist spouses to create support networks, find out more about Australia, and improve their English.

Information kits are available at the IPO (Regional Campuses) for students joined in Bendigo by their families.

Student Organisations

Bendigo Student Association (BSA)

As the major service provider on campus, the BSA's role is to help students maintain a balanced lifestyle whilst at University. It also provides recreation and welfare services that help students cope with the pressures of academic life.

www.bsabendigo.com.au

Bendigo International Students Club (BISC)

BISC is a non-political club affiliated with the Bendigo Student Association and run by international students. Throughout the year BISC organises various low-cost activities, such as day trips to Melbourne and other destinations and social events. The club is a great way to meet students from a wide variety of countries and develop a strong network of friends on campus. For further information, please visit the following website and click on "International Student Issues" in the A-Z link:

www.bsabendigo.com.au



Living in Bendigo



About Bendigo

The beautiful heritage city of Bendigo is among the top 20 Australian cities in population terms. Only 90 minutes from Melbourne, it offers the best of both capital and provincial city lifestyles.

The city offers a fascinating mixture of cultural experiences and social activities with much evidence of the wealth that was created by the discovery of gold in the region in 1851. Bendigo also offers a great shopping district, supermarkets, a variety of cafes, restaurants, pubs, nightclubs, cinemas, art galleries, museums and sporting facilities.

Bendigo campus is the University's second largest campus. It is situated on 33 hectares of attractive bushland, three kilometres from the city centre. The 550 staff and 4,000 students at the Bendigo campus have access to a full range of services and facilities.

For further information on Bendigo, including what's on, you may wish to refer to the following websites:

www.bendigo.vic.gov.au
www.visitvictoria.com.au
www.bwc.com.au

Getting Around

Bus Services

Bendigo Bus Services operate regularly between the campus and the city with bus stops situated conveniently around the perimeter of the University campus. The bus service operates on a flat fare



structure and each ticket is valid for two hours. International students pay full fare prices: \$1.70 per ticket (price may be subject to change). Timetables are available at the IPO (Regional Campuses) and from the Student Union, on buses and at the railway station. Buses do not run after approximately 6.30pm. There is also a bus service which runs directly between the campus and the railway station.

Driving and Cycling

Please refer to the “Driving” and “Cycling” sections on pages 28–29 of this guide for general information on driving or cycling in Victoria.

Taxis

Taxis are generally an expensive form of transport. The following company offers services in and around Bendigo:

Bendigo Taxi Services

Tel: 131 008

Trains

In Victoria, the only international students eligible for a public transport concession card are students on a formal Student Exchange program; Exchange students can collect a concession application form from the IPO (Regional Campuses) on arrival. When you purchase your concession card from a local train station you are then entitled to buy a concession ticket each time you travel V/line (Victorian railways) or local bus lines. This card is not valid for use on Melbourne Metropolitan Services.

Travelling without a valid ticket, or travel on a concession ticket when you are not eligible for concession fares, places you at risk of being fined. It should be noted that V/line makes discounted group fares available frequently. This is a good way to travel cheaply that requires forward planning (24 hours notice). Rail tickets are also cheaper on Tuesdays, Wednesdays and Thursdays.

www.vlinepassenger.com.au

Living Costs

Average Living Costs for One Student

The table to the right shows estimated average annual costs for a single student sharing rental accommodation, living in a one-bedroom flat or living in on-campus accommodation (catered and non-catered). Total figures are for the **37 weeks** of the academic year only. Please note that we have not included the cost of clothing or travel expenses for leisure purposes.

Entertainment and Recreation

Bendigo is a multi-cultural community with a wide range of social, cultural and sporting facilities. The city offers a range of leisure activities including concerts, theatre and art. Students are eligible for a concession at the Bendigo Cinemas and other entertainment facilities around the city. Bendigo has a wide variety of cafes and restaurants offering great foods.

La Trobe University's Bendigo campus provides a full range of sporting and recreational facilities available to students at heavily discounted rates. There are also many sporting clubs in the community that welcome new talent to boost their numbers and strengthen the clubs.

There are many places to visit in Victoria within an easy distance from Bendigo. Melbourne is less than two hours by train or road. In spring, you can go bush walking in the Grampians when the wildflowers are in abundance. During the summer months, take advantage of inexpensive holiday locations by the seaside, or go hiking in one of the many National and State Parks. In the winter months, you might like to enjoy snow skiing or boarding in the Australian Alps.

Average Living Costs for One Student				
Type of Accommodation	Renting Shared House or Flat	One Bedroom Flat/Apartment	On-campus Non-catered	On-campus Catered
Establishment Costs A\$				
Bond ²	303 ¹	475	270	270
Rent in Advance	303 ¹	475	1000 ³	1000 ³
Telephone Connection	20 ¹	59	n/a	n/a
General Establishment Costs (furniture, linen, crockery etc.)	130 ¹	250	140	n/a
Total	756	1259	1410	1270
Annual Costs A\$				
Books, Stationery, Photocopying; etc.	600	600	600	600
Work Visa (payable once only)	60	60	60	60
Total	660	660	660	660
Weekly Costs (Averages) A\$				
Weekly Rent/Board	70 ¹	110	131 ³	210 ³
Household 'Kitty' (food/cleaning products etc.)	50	50	50	n/a
Food (lunch and snacks Mon–Fri)	30	30	30	30
Utilities (gas, electricity, phone)	20	30	10	10
Travel (public transport/fuel)	20	20	15	15
Spending Money	40	40	40	40
Average Weekly Costs	230	280	276	305
Total Weekly Costs (37 weeks)	8,510	10,360	10,212	11,285
Total Estimate (37 weeks)	9,623	11,804	12,012	12,945

1. Assumes shared with 2 others.

2. Bond: This is usually refunded at the end of your stay provided no money is owing (and that you have given the required period or notice), and that you have caused no damage to the property.

3. Please note that Residential Services fees and charges for on-campus accommodation are subject to change for 2007.



Shopping

Department stores and most other shops are open 9.00am to 5.00pm, with later night shopping Thursdays and Fridays, and shorter shopping hours on weekends. Coles supermarket and some convenience stores are open 24 hours.

Shopping (Compiled at Coles Supermarket, October 2006)	
Item	Coles (A\$)
Apple (1kg)	2.85
Orange (1kg)	2.48
Eggplant (1kg)	1.68
Broccoli (1kg)	4.95
Carrots (1kg)	2.48
Spinach (bunch)	2.78
Bok Choy (bunch)	1.48
Potato (1kg)	2.00
Onion (1kg)	2.98
Tomato (1kg)	3.98
Lettuce (each)	1.48
Chicken wings (1kg)	2.50
Chicken fillet (1kg)	11.99
Pork chops (1kg)	8.49
Lamb chops (1kg)	9.99
Minced beef (1kg)	10.49
Sesame oil (250mL)	4.37
Oyster sauce (300mL)	2.39
Soy sauce (500mL)	2.65

Shopping (continued)	
Item	Coles (A\$)
Chilli sauce (250mL)	1.78
Coca cola (125mL)	2.30
Fresh milk (2L)	2.92
Fresh orange juice (2L)	4.39
White bread	1.98
Butter (250g)	1.55
Tea bags (200)	2.99
Instant coffee (150g)	5.99
Honey (400g)	4.96
Margarine (500g)	2.99
Rice (5kg)	7.99
Eggs (doz)	2.99
Toothpaste	1.79
Dishwashing liquid	2.49
Laundry powder (1kg)	2.97
Toilet rolls (6 rolls)	2.99
Paracetamol (24 tabs)	1.95
Band-aid (40)	3.95
Sun block (250mL)	13.75
Tissues	1.08

Key: kg = kilogram, g = gram, mL = millilitre, L = litre



Albury-Wodonga Campus

International Programs Office (Regional Campuses)

The International Programs Office (Regional Campuses) is located in Bendigo and is the initial point of contact for international students at the Albury-Wodonga campus. They are responsible for processing your application for admission. The office can be reached by phone or email. Business hours are Monday to Friday from 10.00am until 4.00pm (closed for lunch 12.30 to 1.30pm).

International Programs Office (Regional Campuses)

Tel: (+61 3) 5444 7924

Mob: (+61) (0)418 373 264

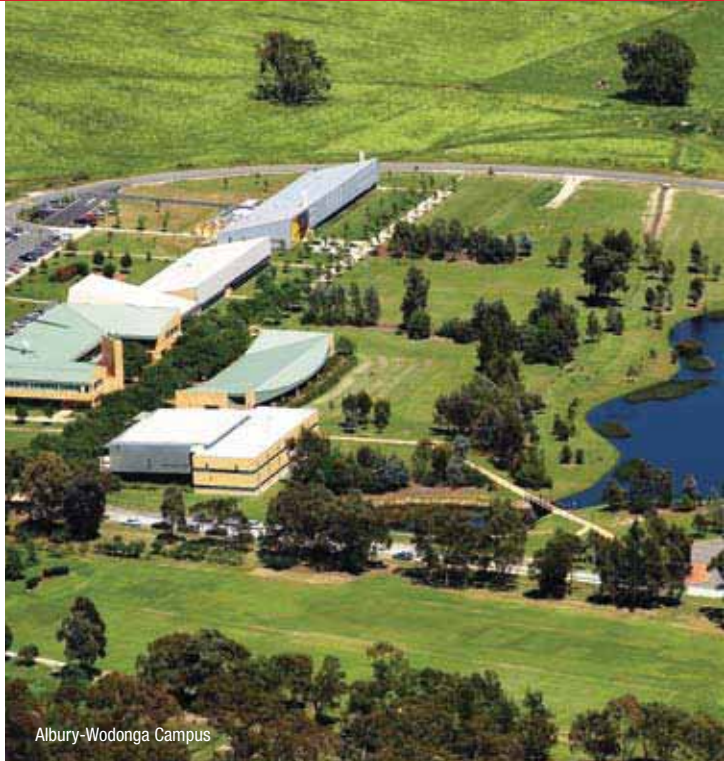
www.latrobe.edu.au/international/bendigo

International Student Support Services (Albury-Wodonga)

As soon as possible after your arrival in Albury-Wodonga, we ask you to contact International Student Support Services (Albury-Wodonga) to **register**. You will be asked to fill out a simple registration form and will also receive useful on-arrival information.

We look forward to welcoming you to Albury-Wodonga!

Throughout your studies, the International Student Support Services (ISSS) office at Albury-Wodonga campus should be your point of contact for advice, information and support. The office is open Monday



Albury-Wodonga Campus

to Thursday 10.00am until 4.00pm and closed for lunch 12.30 to 1.30pm. For urgent matters, call the mobile number listed below.

The services provided by ISSS (Albury-Wodonga) include:

- Albury airport/train station reception and temporary accommodation booking
- Welcome Festival (Orientation) and Returning Home programs
- Advice and assistance regarding visas, healthcover, tuition fees and more

- Guidance, support and appropriate referral regarding academic, social, financial and cultural issues during your studies at La Trobe University's Albury-Wodonga campus
- General information regarding 'Student Exchange' opportunities for local and international students.

ISSS (Albury-Wodonga) can also advise you as to your rights according to 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. A copy of the *National Code* is available on the website:

www.dest.gov.au/sectors/international_education/policy_issues_reviews/key_issues/esos/documents/national_code.pdf

International Student Support Services (Albury-Wodonga)

Tel: (+61 2) 6024 9 774

Fax: (+61 2) 6024 9777

Mob: (+61) (0)417386515

Email: iso.aw@latrobe.edu.au

Note:

The International Programs Office at Melbourne (Bundoora) campus can also assist Albury-Wodonga students by answering admission, enrolment or fee related queries. Contact details for this office are listed on the back cover of this Guide.

International Student Support Services Programs

In addition to the Welcome Festival program (see below), each semester a variety of programs are organised to assist students to learn about the local area and to enrich their educational experience. You are encouraged to get involved. Look out for new activities, including fun excursions and competitions, during semester:

Career Wise Program

The Career Wise Program is designed to assist students to prepare for work.

Topics such as leadership and team skills, skills auditing and resume writing, and volunteering to gain experience are covered in three interactive sessions.

Snowy River Camp

This excursion offers students an opportunity to develop their team initiative skills in a beautiful natural environment. In addition to learning these skills, students have the chance to experience a climbing wall, abseiling and cooking on a camp fire.

Bringing a Dish Dinners

The Multi-cultural Student Club invites students to enjoy each other's company and to share cuisine from different cultures.

Photo Competition

Express your creativity by entering our photo competition. Watch out for details via email.

Returning Home Workshop

In this workshop, students reflect on their time at La Trobe, receive practical tips about packing, join the La Trobe University alumni program, send themselves a time capsule of memories, and more. Returned exchange students also talk about their own experiences and about the big transitions students make when leaving Australia and heading back home, from student life to working life, and so on. For further information, please visit: www.latrobe.edu.au/international/supportservices/returning

Welcome Festival (Orientation)

Success in your studies can depend on your adjustment to study at La Trobe University and to living in Albury-Wodonga. The Welcome Festival (Orientation) is designed to assist you in the first days and weeks by providing a range of important information sessions for new international students, as well as opportunities to meet other students.

Information regarding unit (subject) selection and enrolment is provided during the Welcome Festival. This includes a faculty or school-based information session, as well as discussions with course advisors. Other information relating to accommodation, Australian culture, finding work, travel and having fun is also available. For further information, please visit:

www.latrobe.edu.au/international/predeparture/wf

Enrolment

Enrolment – when you formally register in your course – takes place during the orientation period. The process generally includes a faculty-based information session, followed by discussions with course advisors,





unit (subject) selection and enrolment into units. Your La Trobe Card (student identification card) is then created.

Information on enrolment, and times and venues, is available online prior to orientation. For help putting together your personal study timetable – a plan of when and where your classes will take place – please attend the relevant orientation program session. You can view the current timetable online. Please note that it is updated regularly: www.latrobe.edu.au/fsd/timetable/aw

Accommodation

Temporary Accommodation

Temporary short-stay accommodation can be arranged in Melbourne and also in Albury-Wodonga. Online booking is available from the websites below.

We recommend booking temporary accommodation in Albury-Wodonga as it will enable you to look for suitable longer-term accommodation. This can be arranged in a motel close to the University.

For temporary accommodation in Melbourne:

www.latrobe.edu.au/international/predeparture/awreception_melb

For temporary accommodation in Albury-Wodonga:

www.latrobe.edu.au/international/accommodation/aw_tempaccom.html

Long-term Accommodation

There are various accommodation options in Albury-Wodonga. Before you start looking for accommodation it is best to be clear on what you require.

We recommend you ask yourself some of the accommodation questions in the Melbourne (Bundoora) campus "Accommodation" section of this guide (p. 20).

Please refer also to "Living Costs" on page 48 for a cost comparison between different types of accommodation.

Where possible, we recommend staying on a temporary basis first, to check whether you are happy with the accommodation, before signing a long-term lease. Make sure you understand all the conditions of any contract you sign, as well as the payment and bond conditions and procedures.

Please keep in mind that no accommodation is pre-arranged or matched to students by the Accommodation Officer or ISSS (Albury-Wodonga), but feel welcome to contact ISSS (Albury-Wodonga) to discuss accommodation options. The ISSS (Albury-Wodonga) can also arrange for an International Student Host to assist you, including in inspecting your accommodation choices.

Tel: (+61 2) 6055 6606

Email: iso.aw@latrobe.edu.au

Private Rental

The cost of private rental accommodation varies from suburb to suburb with rent tending to be more expensive the closer

you are to University. You can expect to pay between A\$120–A\$180 per week for a one or two bedroom unit/flat. If you are looking for a two or three bedroom house, the cost is usually between A\$200–A\$270 per week.

Furniture

Most rental properties are completely unfurnished. Many students reduce the cost of furnishing their homes by buying second-hand furniture available at garage sales, second-hand shops or markets. Garage sales and second-hand goods are listed in the local newspaper, *The Border Mail*.

Where Should I Look?

Rental properties are advertised in *The Border Mail* newspaper (www.bordermail.com.au), at real estate agents, on campus notice-boards and on the Tertiary Student Accommodation Register (TSAR).
www.latrobe.edu.au/otd/aw/support

Legal Rights and Responsibilities

Before you start a tenancy (sign a lease or pay a bond), it is advisable to know your legal rights and responsibilities as a tenant, and those of the agent/owner. Ask the Accommodation Officer for a copy of '*Renting: Your Rights and Responsibilities*' or contact one of the following services for further information:

Wodonga

Consumer and Tenancy
Advice Service, UMFC
Tel: (+61 3) 6022 8000

Albury

Albury Community Housing
Tel: (+61 2) 6021 8844

Note:

There are differences between the NSW and Victorian Tenancy Acts. Do not assume that the information you are given in one state will apply across the State border.

Home-board

Home-board means sharing the home of an Australian person or family. The host offers you a fully-furnished bedroom in

their house and the shared use of their home's facilities. Utilities such as gas and electricity are also included. Costs vary from A\$85–A\$160 per week, depending on whether meals are supplied. For further information, visit:

www.latrobe.edu.au/otd/aw/support

Hostel

Hostels are usually privately run and generally include a small furnished room with access to shared bathroom, kitchen and equipment, laundry, lounge and recreational facilities. Gas and electricity costs are usually included. Short and long term accommodation is available, with residences mostly in Albury. The cost is usually between A\$100–A\$140 per week.

On-campus Units

On-campus units cater for both sexes. Students have their own bedroom and shared use of a bathroom, laundry, fully-equipped kitchen and living-dining room. Students need to provide their own bedding, towels and electrical equipment such as stereo, bedside lamp, etc. Most students cook for themselves, but the nearby cafeteria provides meals at a reasonable cost.

Please be aware that on-campus accommodation is limited and demand is high. Priority is given to younger students (18–20 years) and those who have not had previous experience of living away from home. Students who enrol in Semester 1 are eligible to apply for on-campus accommodation for the first 12 months of their course. Students who enrol in Semester 2 are eligible to apply for on-campus accommodation for only the remaining 6 months of the year. If your course duration is greater than 6–12 months, you will need to make alternate arrangements for accommodation. The cost is currently A\$101 per week.

To apply, please complete and return the "Application for On-campus Accommodation Form" at:
www.latrobe.edu.au/otd/aw/support.html#Accommodation

Student Accommodation and Financial Aid Office

The Student Accommodation and Financial Aid Office provides services and advice on financial, budgeting and accommodation issues. Loans are available to enrolled students for a range of purposes, including study costs. Please note that conditions apply to who is eligible to receive student loans.

Tel: (+61 2) 60249627

Email: counsellor.aw@latrobe.edu.au

Academic and English Language Support Services

Academic Skills Unit and English Language Unit (ESL)

Staff from the unit work with students to improve their English language skills and develop their academic learning. For more information concerning academic support services, please visit the following website and click on the "Academic Skills" link:
www.latrobe.edu.au/otd/aw/support

Campus Services and Facilities

Security and Safety

The small, friendly Albury-Wodonga campus has an excellent safety record, with security officers available at all times to provide emergency assistance and support. There is also a 24-hour Security hotline for emergencies:

Mob: 0418 459 324
OR, if dialling internally,
use extension 8222

Security Escorts

Personal security escorts commence at 7.00pm and cease at 11.00pm, Mondays – Fridays, and can be arranged by telephoning Security on the number below. Individual escorts are available between the academic buildings, car parks, and on-campus accommodation.

Mob: 0418 656 440

Careers Service

The Careers Service offers personal advice and informative materials on graduate employment opportunities, vacation employment, where and how to apply for jobs, writing resumes and attending interviews. There is information on tertiary courses, scholarships and awards across Australia and abroad. In addition to individual career counselling consultations, the Service runs a number of workshops every semester on topics such as looking for work, resumes, cover letters and application forms, and interview skills.

You may explore the list of employer and job search sites linked to the Service's website. The site also provides access to Going Global, a site offering employment information for many countries as well as access to overseas employers.

You can search for job vacancies, workshops and information sessions, access resource materials or register to receive online emails from employers seeking students from a certain faculty or discipline. You may also make an individual appointment with a careers counsellor.

Tel: (+61 2) 60249627
www.latrobe.edu.au/careers

Counselling Service

Confidential counselling is available to all students who have difficulties during

their course of study. Services include personal counselling and educational counselling and referral. The service is free to students. Issues which may arise include adjustment to living away from home, personal and relationship problems, health issues, study motivation and financial stress.

Tel: (+61 2) 6024 9627
 Email: counsellor.aw@latrobe.edu.au
www.latrobe.edu.au/otd/aw/support.html

Computer and Email Facilities

All students enrolled at La Trobe are provided with an **email account** for the duration of their enrolment. The University may communicate important information to you by email, so please be sure to check your University email account regularly.

The computer laboratories at Albury-Wodonga campus are open Monday–Thursday from 9.00am to 9.00pm, and Friday 9.00am to 5.00pm during the teaching semester and within office hours during the vacations. Computers for student use are also available in the David Mann Library.

LIRN Space

Learning Innovation and Resource Nexus is a computer facility with a range of software and online learning materials available for all students from both

La Trobe University and the Wodonga Institute of TAFE. The Student Helpdesk service operates Monday to Friday, 8.30am to 8.00pm.

After hours Internet access may be obtained by purchasing an A\$10 P-Card.

Postgraduate students may undertake STEPS courses (Skills Training and Enhancement Program for Staff and Postgraduate Students). These software and technical courses are offered at introductory and advanced levels:

www.latrobe.edu.au/steps

Free IT Skills Training

La Trobe University, in partnership with Thomson NETg, offers a program of optional computer-based IT training tutorials available free of charge to all enrolled students. The training covers computer basics, common applications for word processing, spreadsheets, presentation packages, databases and email, as well as Internet and web activities. The accredited courseware consists of the International Computer Driving Licence (ICDL) syllabus.

www.latrobe.edu.au/cbt

Library

Students attending all La Trobe University campuses are served by outstanding library services. The La Trobe University Library is recognised as one of the leading university libraries in Australia.



The Albury-Wodonga Campus Library uses sophisticated information technology to provide a comprehensive range of services and support for teaching, learning and research at all the campuses of the university. Approachable staff are available to advise and assist in the best use of the resources. Facilities are also available for sight or hearing impaired students.

For more information, please contact the Campus Librarian, Linda Sheridan

Tel: (+61 2) 6024 9747

Email: l.sheridan@latrobe.edu.au
www.lib.latrobe.edu.au

Medical Centres

There are numerous medical centres, doctors and dentists in Albury-Wodonga, and two public and two private hospitals. We recommend you find a medical centre or doctor near your accommodation. Medical centres are listed in the phone book or the ISSS (Albury-Wodonga) can provide contact details. You should ask about current charges when you telephone the centre to make an appointment. You can ask at the Student Association for a list of doctors who 'bulk bill', which reduces charges to patients.

Family and Child Care Services

Child Care for Pre-school Children

Child care is available on campus. The child care service Kids on Campus is situated in pleasant gardens between Wodonga Institute of TAFE and La Trobe University campus. The service is open 49 weeks each year, Monday to Friday from 7.30am to 6.00pm.

Kids on Campus is a nationally accredited service. A dedicated team of professionals provides affordable, high-quality care for the children of students, staff and the wider community. The qualified and experienced staff are skilled in observing children and use

this information to plan activities and experiences which will enhance each child's development. The service caters for up to 67 children per day.

Fees from July 2006:

Weekly (Monday – Friday): A\$230

Daily (1–4 days): A\$54 per day

Please note that these fees may be subject to change. Fees also vary according to the care required and eligibility for financial assistance. Students who hold Australian Federal Government scholarships may be entitled to government fee relief.

Tel: (+61 2) 6055 6653

Email: kidsoncampus@wodonga.tafe.edu.au

Community Children's Services

Your local council provides many services that you may access as a resident of that municipality such as: maternal and child health centres; pre-school dental care; child care centres; family day care; and school holiday programs. Consult the Wodonga City Council website:

www.wodonga.vic.gov.au

Support for Spouses

ISSS (Albury-Wodonga) not only supports students studying at La Trobe, but their spouses also. We can provide information and referral to assist spouses to create support networks, find out more about Australia, and improve their English. Welcome information kits are available at the unit for students joined in Australia by their families.

Student Organisations

Wodonga Student Association

The Wodonga Student Association represents students at La Trobe University Albury-Wodonga and the Wodonga Institute of TAFE. The Association undertakes to protect student rights and provide a range of services, facilities and

activities, including The Hangar (student bar and lounge) and the Midway Cafe. For further information, please visit the following website and click on the Student Association link:

www.latrobe.edu.au/otd/aw/support.html

Student Clubs

Student clubs include: Drama Club, Mature Age Student Club, Netball, Christian Club, and the Multi-cultural Student Club.

Sporting Activities

Sporting activities on offer include the Sports Challenge – an event at which combined University and TAFE teams compete. Sports include football, rugby, tennis, netball, basketball, hockey, golf and pool.

International Student Association (ISA)

The ISA is a non-political, student organisation funded by the La Trobe University Guild. The ISA aims to: promote and assist the welfare, social, educational and cultural activities of international students; work towards promoting goodwill amongst Australians and international students; and educate and inform members in local and international matters.

Tel: (+61 3) 9479 1573

Email: isa@latrobe.edu.au

La Trobe University Postgraduate Association (LUPA)

LUPA is the representative body for postgraduate students at La Trobe University. LUPA is based at Melbourne (Bundoora) campus and provides a range of services to the postgraduate community. For more details, please refer to "Student Organisations" on page 26.

Tel: (+61 3) 9479 2438

Email: lupaooffice@latrobe.edu.au
www.latrobe.edu.au/lupa

Living in Albury-Wodonga



About Albury-Wodonga

Albury-Wodonga campus is located in Victoria in the City of Wodonga, with the City of Albury just over the Murray River in New South Wales. The campus is situated on Australia's main inland route linking Melbourne, Canberra and Sydney, with easy access by train, plane and bus services. Travel times are: Melbourne (3.5 hours by car; 1 hour by plane), Canberra (4 hours by car; 1 hour by plane) and Sydney (6 hours by car; 2 hours by plane).

The neighbouring cities of Albury and Wodonga, and nearby towns, make up the largest and fastest growing regional centre in Australia with a population over 100,000. Albury-Wodonga has the facilities and services one would expect of a city, while remaining on a smaller scale than a large metropolitan centre. There are several shopping districts and malls, leisure and cinema centres, art galleries and museums, many sporting clubs and a range of industries. There are no high rise buildings, the environment is clean and

traffic jams are rare. The campus, established in 1991, caters for close to 1,200 students on an attractive 26 hectare site.

Albury-Wodonga is a gateway to the Australian Alps and nearby historic gold towns. The area is also renowned for its wineries. The region offers a range of employment, sporting, leisure, cultural and entertainment opportunities, which make it a great place to live as well as to study.

For more information visit:
www.alburycity.nsw.gov.au
www.wodonga.vic.gov.au

Getting Around

Student Concession Cards

Albury-Wodonga is on the border of two States – Victoria and New South Wales. There are different rules in each state.

In Victoria, the only international students eligible for a public transport concession card are students studying on a formal Student Exchange program; Exchange students can collect a concession application form from Student Administration on arrival. When you purchase your concession card from a local train station, you are then entitled to buy concession tickets each time you travel. Travelling without a valid ticket, or travelling on a concession ticket when you are not eligible for concession fares, can result in large fines.

Average Living Costs for One Student			
Type of Accommodation	Renting Shared House or Flat	Home-stay Catered	Campus Non-catered
Establishment Costs (A\$)			
Bond ³	320 ¹	560	175
Rent in Advance	320 ¹	560	2,020 ²
Telephone Connection	20 ¹	n/a	n/a
General Establishment Costs	350 ¹	150	200
Total	1,010	1,270	2,395
Annual Costs (A\$)			
Books, Stationery, Photocopying, etc.	600	600	600 ⁵
Work Visa (payable only once)	60	60	60
Total	660	660	660
Average Weekly Costs (A\$)			
Weekly Rent/Board	80 ¹	140	101
Household "Kitty" (food, cleaning products, etc.)	45	10	45
Food (lunch and snacks)	30	30	30
Utilities (gas, electricity, phone)	20	10	10
Travel (public transport/fuel)	30	30	20 ⁴
Spending Money	40	40	40
Average Weekly Costs	245	260	246
Total Estimate (1 year)	10,735	11,550	10,440

1. Assumes shared with two others.

2. Rent is paid in full at the start of each semester (20 weeks).

3. Bond is a security deposit paid by the tenant which usually totals 4 weeks rent. Bond is usually refunded at the end of your stay provided no money is owing (and that you have given the required period of notice), and that you have caused no damage to property. Note that some private student accommodation providers will deduct a \$50 cleaning charge at the end of your stay.

4. Transport for entertainment, shopping and work purposes.

5. Some college libraries contain key textbooks that could reduce expenditure.

In NSW, international students may use an International Student Identity Card, purchased from STA Travel, to get a concession rate on Countrylink trains from Albury. If you use the local Mylon bus service frequently, you can save money by purchasing a ticket for a three month period.

Transport in Albury-Wodonga

Whether you are relying on public transport or driving your own car, it is a good idea to have a local street directory. You will be given a local map and timetables for train and bus in your Welcome Pack from ISSS (Albury-Wodonga).

Local Transport

The campus is serviced by a local bus service to the city centres on week days. As the roads are not busy and most have a lane dedicated to bicycles, some students prefer to cycle. Many students have cars.

For local bus timetables, please visit: www.mylon.com.au

For information on trains in Victoria, please phone 136 196 or visit: www.vinepassenger.com.au

For information on trains in NSW, please phone 132 232 or visit: www.countrylink.nsw.gov.au

Taxis

Taxis are generally an expensive mode of transport. By law, all taxis must charge a standard fare.



Albury Taxi Company

Tel: (+61 2) 6028 2253

Wodonga Taxi Company

Tel: (+61 2) 6024 3444

Driving or Cycling

Albury-Wodonga is on the border of two states, Victoria and New South Wales. Each state has slightly different rules regarding car ownership. We recommend you obtain the "Buying a Car" information sheet from the ISSS (Albury-Wodonga). The following websites also contain useful information:

www.racv.com.auwww.vicroads.vic.gov.auwww.rta.nsw.gov.au

Please note that you are required to have a driving license that is valid for the state you are in. For general information on driving or cycling in Victoria see pages 28–29 of this guide.

Living Costs

Average Living Costs for One Student

The table to the left shows estimated average annual costs for a single student living in shared rental accommodation, a home-stay situation or on-campus accommodation (non-catered).

Total figures are for the **37 weeks** of the academic year only. Please note that we have not included the cost of clothing or travel expenses for leisure purposes.

Shopping

Department stores and most other shops are open 9.00am – 5.00pm. Late night shopping is available on Thursdays and Fridays (until around 9.00pm). Shorter shopping hours are in place on Sundays (e.g. 10.00am – 4.00pm). Many large supermarkets are open 24 hours and there are also 24-hour convenience stores (although prices in convenience stores are usually much higher).

Students report that Safeway, Wodonga Plaza, is a convenient place to shop. To give an indication of costs, you can check out their weekly specials:

www.woolworths.com.au

Arnolds' Fruit and Vegetables Market in Wodonga usually has the lowest priced fruit and vegetables and customers are able to order online. You may wish to refer to their website for an indication of costs:

www.arnoldsonline.com.au

Halal meat is available from:
Halal Butchers
800 Mate Street, Albury
Tel: (+61 2) 6021 2877

Entertainment and Recreation

Albury-Wodonga has the following entertainment and recreational facilities:

- Four main shopping malls and shopping areas with boutiques and cafes
- City libraries
- Tennis courts and golf courses
- Cinema Centre, Albury
- Restaurants, pubs, clubs and theatres
- Albury Botanic Gardens
- Museums and galleries
- Rutherglen Winemakers Hall of Fame
- Wodonga Sports and Leisure Centre

The Wodonga Sports and Leisure Centre is a 15 minute bus ride from the campus. Students receive discounted membership and facilities include: a gymnasium; 25 metre heated pool; sauna, spa, hot pool; aerobics instruction; and a five court stadium catering to basketball, netball, badminton, volleyball, roller-hockey, cricket, soccer and table tennis.

We also recommend looking in the "Entertainment" section of *The Border Mail* newspaper to find out what is on.



Campus Maps

La Trobe University: Melbourne (Bundoora) Campus



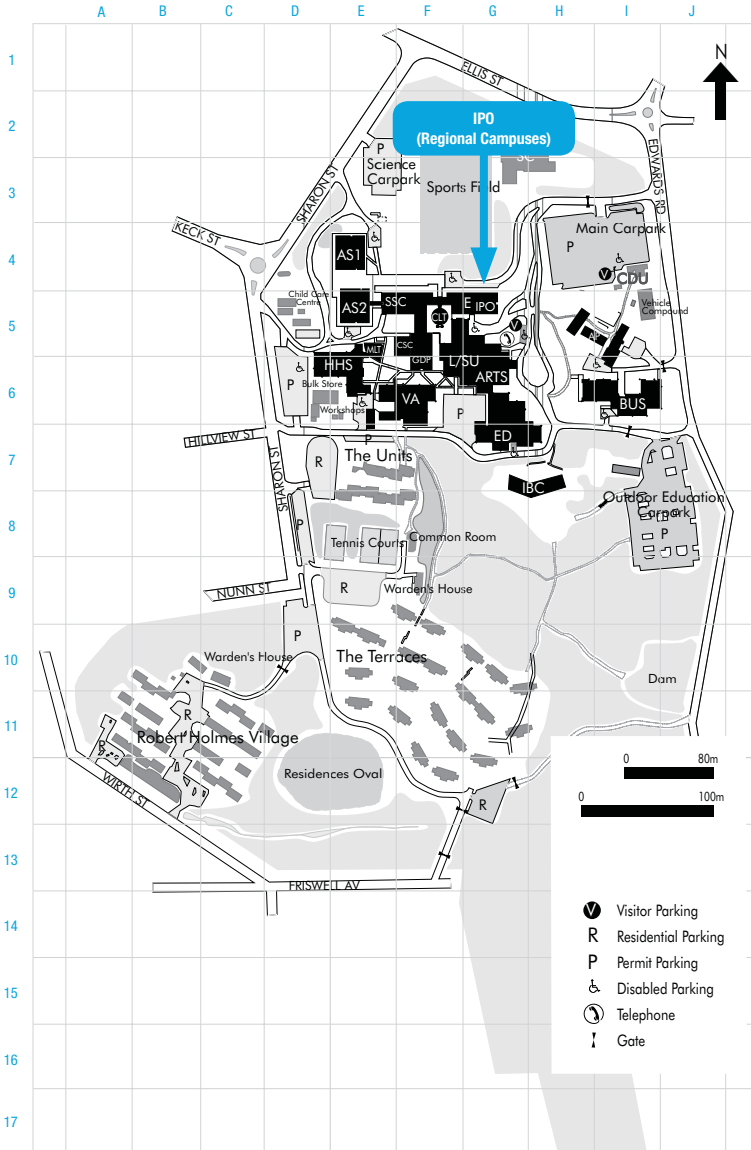
KEY

Agora (University centre) A	G5
Biological Sciences 1 BIOL1	F4
Biological Sciences 2 BIOL2	F4
Children's Centre CCR	K6
Chisholm College CC	H7
David Myers Building Bus Loop DMBBL	G6
David Myers Building – Centre DMB Student Centre (Level 2)	G6
David Myers Building – East DMBE	H6
David Myers Building – West DMBW	G6
Education 1 EDUC1	H6
Education 2 ED2	H6
Glenn College CC	J5
Health Sciences 1 HS1 Faculty of Health Sciences – Main Office (Level 2)	E5
Health Sciences 2 HS2	E4
Health Sciences 3 HS3	E4
Health Sciences Clinic HSC	D1

Humanities/Education Complex HUED	H6
Humanities 2 HU2	H5
Humanities 3 HU3	H6
Faculty of Humanities & Social Sciences – Main Office (Level 3)	G6
International Programs Office IPO	G6
La Trobe Medical Centre LMC	D2
Library L	D2
Martin Building MARB Faculty of Law & Management – Main Office (Level 3)	H5
Menzies College MC	I6
Peribolos East PE	G6
Peribolos West PW	G5
Physical Sciences 1 PS1 Faculty of Science, Technology & Engineering – Main Office (Level 2)	F5
Physical Sciences 2 PS2	F6
Physical Sciences 3 PS3	F5
Physical Sciences 4 PS4	F5
Social Sciences SS	H4

Union U	H7
Union Children's Co-op ucc	I7
Visitors Carpark	E5
West Lecture Theatres WLT	E4

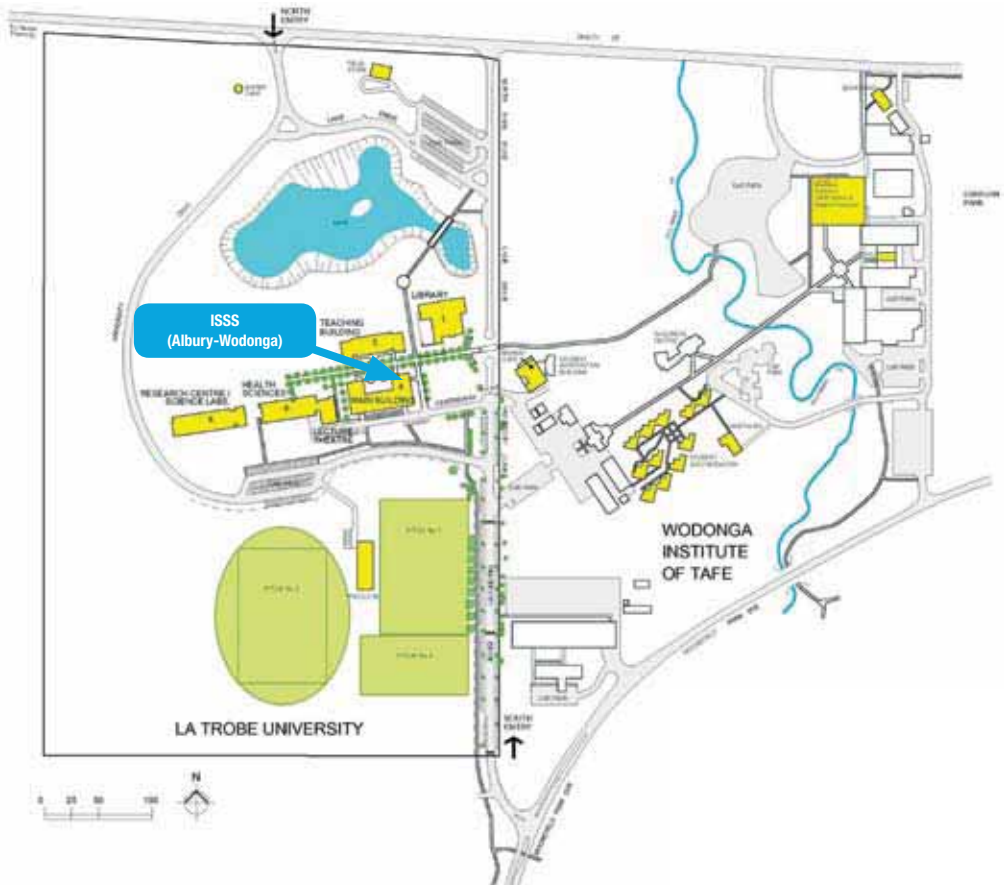
La Trobe University: Bendigo Campus



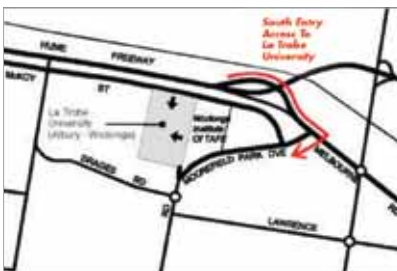
Administrative Precinct AP	I5
Arts, Psychology ARTS	G6
Applied Science 1 AS1	E4
Applied Science 2 AS2	E5
Business BUS	I6
Campus Development Unit CDU	I4
Circular Lecture Theatre CLT	F5
Computer Centre csc	F5
Engineering e	G5
Education ED	G7
Graphic Design Photography GDP	F6
Health and Human Sciences HHS	E6
International Programs Office (Regional Campuses) IPO	G5
Ironbark Centre IBC	H7
Library and Student Union LSU	G6
McKay Lecture Theatre MLT	E5
Sports Centre sc	G2
Student Services Centre ssc	F5
Visual Arts VA	F6

Campus Maps

La Trobe University: Albury-Wodonga Campus



LOCALITY MAP



Your Pre-departure Checklist

Before You Arrive

- Arrange your student visa
- Book your flights (where applicable); we recommend you arrive at least a few days before your orientation program commences
- View the Welcome Festival program for your campus:
www.latrobe.edu.au/international/predeparture/wf
- If you are arriving at Melbourne Airport, book your free airport reception online:
www.latrobe.edu.au/international/predeparture/airport
- If you require temporary accommodation in Melbourne, Albury-Wodonga or Bendigo:
www.latrobe.edu.au/international/accommodation/temp
- Albury-Wodonga students: book your Albury Airport/train reception online:
www.latrobe.edu.au/international/predeparture/aw_receptionform
- If you wish to apply for on-campus accommodation, see:

Melbourne (Bundoora) campus
www.latrobe.edu.au/international/accommodation/oncampus

Bendigo campus
<http://ressies.bendigo.latrobe.edu.au/student/Application/NewApp1.asp>

Albury-Wodonga campus
www.latrobe.edu.au/otd/aw/support.html#Accommodation

What to bring with you

- This pre-departure booklet
- Valid passport containing a current student visa
- Your letter of offer from La Trobe and a copy of your offer acceptance form
- Receipts for any payments already made to La Trobe
- Letter of award of scholarship (if applicable)
- Any orientation and enrolment information that accompanied this booklet
- Other official identification e.g. driver's licence, national ID card, etc.
- Any medical records (particularly of immunisations) and any necessary medication/prescriptions
- Some Australian currency for the first few days
- A personal reference, if you plan on looking for privately owned accommodation
- A reference from your previous employer/s and your CV, if you plan to seek employment after receiving Permission to Work

When you arrive

- Meet our driver at Melbourne airport (if applicable) or make your own way to your accommodation.
- Phone home – your family and friends may be waiting to hear from you!
- Register your arrival at the International Programs Office as soon as possible and collect your Overseas Student Health Cover membership card (if applicable)
- Open a bank account
- Attend the Welcome Festival including any enrolment sessions



Contact Details

Melbourne (Bundoora) Campus

International Programs Office
La Trobe University
Bundoora, Victoria 3086
Australia
Tel (+61 3) 9479 1199
Fax (+61 3) 9479 3660
Email international@latrobe.edu.au
www.latrobe.edu.au/international

For information relating to **international student support services**, please email:
studentsupport@latrobe.edu.au

Bendigo & Albury-Wodonga Campuses

International Programs Office
(Regional Campuses)
La Trobe University
Bendigo, Victoria 3550
Australia
Tel (+61 3) 5444 7269
Fax (+61 3) 5444 7926
Email iobendigo@latrobe.edu.au
www.latrobe.edu.au/international

www.latrobe.edu.au/international

Disclaimer

La Trobe University is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

CRICOS provider number 00115M

The information contained in this Guide is indicative only and is designed as an aid to international students enrolling in La Trobe University programs. While every effort is made to provide full and accurate information at the time of publication, the University does not give any warranties in relation to the accuracy and completeness of the contents. The University does not accept responsibility for any loss or damage occasioned by use of the information contained in this Guide or by any of the websites referred to herein. The University also reserves the right to discontinue or vary arrangements, courses, subjects (units) and admission requirements at any time without notice and at its discretion. While the University will try to avoid or minimise any inconvenience, changes may also be made to courses, subjects (units) and staff after enrolment. The University may also set limits on the number of students in a course or subject (unit). Due to the government legislation, the availability of some of the services and facilities listed in this Guide may change in 2007. Prices listed in this Guide are also subject to change.