FOR MORE INFORMATION
1800 061 963
E: study@acike.edu.au
W: acike.edu.au

INFORMATION CENTRE
Building Orange I, Casuarina campus
Charles Darwin University
Elengowan Drive, Darwin NT 0909
T: 08 8946 7766 or Freecall: 1800 061 963
F: 08 8946 6642
E: study@acike.edu.au
W: acike.edu.au

Postal address:
c/o Information Centre
Charles Darwin University
Darwin NT 0909

All enquiries relating to postgraduate studies with ACIKE should initially contact
Ms Karen McLean on 08 8946 6758.
Services

Services provided by the CDU Information Centre
The Information Centre is the first port of call if you have any questions about being a student at Charles Darwin University. It is located on the ground floor of building Orange 1 on Casuarina campus, and in building 1, opposite the Library, at the Alice Springs campus.

At the Information Centre, you can access information about the University’s facilities, services and procedures, use the computers to access online enrolment or ask a customer service officer any questions you might have. The Information Centre provides:

- General information about studying at CDU
- Courses available
- Admission and enrolment information
- Student cards
- Student information:
  - Higher education
  - Australian Centre for Indigenous Knowledges and Education
  - VET
  - International
  - Timetables
  - Examinations
  - Graduations
- Scholarship information and administration
- Fee information
- Cashiers
- Campus information and general enquiries

Casuarina campus
Information Centre
Building Orange 1
T: 08 8946 7766 or 1800 061 963
F: 08 8946 6642
E: student.admin@cdu.edu.au

Alice Springs campus
Information Centre
Building 1
T: 08 8959 5311 or 1800 654 865
F: 08 8959 5343
E: student.admin@cdu.edu.au

Palmerston campus
Building A
T: 08 8946 7800
F: 08 8946 7822
E: student.admin@cdu.edu.au
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Introduction – student categories

New students
You are a new student if you are starting an undergraduate course or postgraduate course by coursework. Your journey with CDU begins when you receive an offer letter from the South Australian Tertiary Admission Centre (SATAC). Once you have received an offer of a place from SATAC, you should accept the offer with SATAC. You will then receive an enrolment package or an email from CDU that includes your student Identification Number (student ID). This number is necessary for you to log into My Student Info on the university website and enrol online. This number must be quoted on all correspondence with the university.

Continuing students
You are a continuing student if you are returning to study in the same course as the previous semester, or are returning from an official intermission. If you do not advise the university of your intention to return to your course of study by the relevant Census dates, you are considered to be withdrawn from the course. For example, if you do not enrol for 2012 and do not submit a form seeking a formal intermission, your activity in the course will be lapsed before the next admission period, e.g. around the end of September each year. All lapsed students will be required to re-apply for admission through SATAC at the next available admission period.

Students transferring from the Batchelor Institute of Indigenous Tertiary Education are required to enrol for 2012. Students who do not enrol in 2012 will be required to re-apply for admission through SATAC for 2013.

International students
An international student is a student who is not an Australian citizen nor a permanent resident of Australia nor a New Zealand citizen. You may be a new student or a continuing student. An international student will have been issued a student visa granting permission to study. International students meet the entire cost of their studies through tuition fees (unless they are undertaking the exchange program). Please read this guide in conjunction with the International Student Guide.
**Transitioning students**

You are a transitioning student if you commenced your studies at the Batchelor Institute of Indigenous Tertiary Education (BIITE) and must transfer to ACIKE in order to complete your studies in/or post 2012. You will have had your BIITE course mapped across to a CDU accredited course through ACIKE and received a letter from BIITE along with a course study plan for 2012. Transitioning students do not have to apply to SATAC. You will receive an enrolment package from CDU that includes your student Identification number (student ID). This number must be quoted on all correspondence with ACIKE and CDU and is necessary for you to enrol online.

**Orientation**

Whether you are a first-time student, one returning to study or a continuing student, orientation is a must for you. CDU recognises the importance of ensuring that all students are familiar with their campuses, course requirements and the services available. Orientation will help you to find your way around campus, provide an introduction to your course, faculty staff and all the services available to you. Orientation will ensure that when you attend your first lectures you are well equipped to start your studies. For information on the dates and times for Orientation visit W: cdu.edu.au/orientation.

**Enrolment**

**Higher Education Enrolment Dates**

<table>
<thead>
<tr>
<th></th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New students</strong></td>
<td>External units:</td>
<td>External units:</td>
<td>Not applicable</td>
<td>16 November 2012#</td>
</tr>
<tr>
<td></td>
<td>6 March 2012</td>
<td>20 July 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internal units:</td>
<td>Internal units:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9 March 2012</td>
<td>27 July 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>New and continuing students</strong></td>
<td>External units:</td>
<td>External units:</td>
<td>21 September 2012*</td>
<td>16 November 2012#</td>
</tr>
<tr>
<td></td>
<td>6 March 2012</td>
<td>20 July 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internal units:</td>
<td>Internal units:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9 March 2012</td>
<td>27 July 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Study Period 1</strong></td>
<td>3 February 2012</td>
<td>4 May 2012</td>
<td>3 August 2012</td>
<td>2 November 2012#</td>
</tr>
<tr>
<td><strong>Study Period 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Study Period 3</strong></td>
<td>31 March 2012</td>
<td>17 June 2012</td>
<td>16 September 2012</td>
<td></td>
</tr>
<tr>
<td><strong>Study Period 4</strong></td>
<td></td>
<td>24 August 2012</td>
<td>23 November 2012</td>
<td></td>
</tr>
</tbody>
</table>

* Final dates to add and/or substitute a unit for cross-institutional students from other universities and miscellaneous (non-award) students
# Withdraws between 16 November 2012 and first days of re-enrolment for 2013 must be submitted in writing

**Higher Education Semester Dates**

<table>
<thead>
<tr>
<th></th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching commences</td>
<td>27 February 2012</td>
<td>16 July 2012</td>
<td>3 September 2012</td>
<td>5 November 2012</td>
</tr>
<tr>
<td>Census dates</td>
<td>31 March 2012</td>
<td>31 August 2012</td>
<td>8 October 2012</td>
<td>7 December 2012</td>
</tr>
<tr>
<td><strong>Easter break</strong></td>
<td>6-9 April 2012</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Semester break</td>
<td>10-13 April 2012</td>
<td>3-7 September 2012</td>
<td>Not applicable</td>
<td>24 Dec 2012 - 7 Jan 2013</td>
</tr>
<tr>
<td>Teaching ends</td>
<td>25 May 2012</td>
<td>12 October 2012</td>
<td>23 November 2012*</td>
<td>8 February 2013</td>
</tr>
<tr>
<td>Revision</td>
<td>28 May – 1 June 2012</td>
<td>15-19 October 2012</td>
<td>Not applicable</td>
<td>11-15 February 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Study Period 1</th>
<th>Study Period 2</th>
<th>Study Period 3</th>
<th>Study Period 4</th>
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</thead>
<tbody>
<tr>
<td>Teaching commences</td>
<td>27 February 2012</td>
<td>28 May 2012</td>
<td>27 August 2012</td>
<td>TBA</td>
</tr>
<tr>
<td>Census date #</td>
<td>31 March 2012</td>
<td>17 June 2012</td>
<td>16 September 2012</td>
<td>TBA</td>
</tr>
<tr>
<td>Teaching ends</td>
<td>25 May 2012</td>
<td>24 August 2012</td>
<td>23 November 2012</td>
<td>TBA</td>
</tr>
<tr>
<td>Exam period</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

* Teaching end date for units with a centrally organised end of semester examination. Some units are offered in intensive mode and may start after 3 Sep and complete any time before 31 Dec 2012.
# Census dates for OUA are set by CDU as per current OUA/CDU contract. SP1 and SP4 are always aligned to Semester 1 and Summer Semester respectively.
Enrolment procedure and unit availability
Once you have accepted your offer from SATAC, you are ready to enrol for 2012. CDU encourages students to enrol online. It is an easy six-step process and gives you instant confirmation of your enrolment. The process is described later in this section.

Check your course study plan
Before enrolling, please check your course study plan. This will help guide you with unit selection. Your study plan can be found at W: cdu.edu.au/courses, then enter your course code or course title. If you are not following a study plan, please discuss with your course coordinator.

If you wish to defer your course, refer to Page 11 of this guide.

Common units
All students starting an undergraduate course are required to complete two common units in their first year of study. These units provide you with the opportunity to:

• develop cultural intelligence and capability to apply to your course of study and your proposed profession. Issues related to living, studying and working in the diverse social and cultural environments of contemporary society are explored
• develop practical skills required for university study and assume responsibility for your learning, both within the university and beyond
• develop graduate skills including social responsibility, communication, critical thinking and flexibility.

CUC108 - Cultural Intelligence and Capability
CUC100 - Academic Literacies

For further information about common units, visit W: learnline.cdu.edu.au/commonunits/index.html.

Unit availability
Not all units are available in all teaching periods. When you are choosing units, it is necessary to check that the units you wish to take are available in the teaching period in which you wish to study them. For example, some units may be available in Semester 1 but not available in Semester 2. The availability listing of units will determine how the university offers each unit. This listing can be found at W: cdu.edu.au/units then enter your unit code or a keyword in the search box. The listing will show teaching periods (eg Semester 1), mode (eg internal or external) and learning method (eg OL - supplementary material will be provided on-line through Learnline or PB – print-based).

Timetables
Unit timetables are available at W: acike.edu.au/timetables. Click the “Understanding the Timetable” link for a guide on how to retrieve Unit/Course timetables. The timetable will include workshop dates for ACIKE students.

If you have any problems or queries regarding the timetable, use the email link facility, which will send your communication directly to the Timetabling team. Please note that the published timetable will be subject to changes, although the university will attempt to keep these to a minimum. Changes will be updated automatically to the web and it is your responsibility to check this information periodically. If you do not have access to the web, please contact the Information Centre on T: 1800 061 963.

External units
Units of study for which the student is enrolled involve special arrangements whereby lesson materials, assignments, etc. are delivered to the student, and any associated attendance at the institution is of an incidental, irregular, special or voluntary nature. Attendance on campus is not required. Depending on the unit, students will either be sent written material, and/or be given access to the online learning management system (Learnline).

All Higher Education units offered by the university are categorised as OLR, OL, or PB. Some external units are delivered online 100 per cent of the time and have no print-based materials. These units are marked as Online Reliant (OLR), whilst other units offer supplementary materials online. These are marked as Online (OL).

| OLR | Online Reliant | Units identified as only OLR are 100 per cent online. Students require internet access to successfully complete this unit. |
| OL  | Online         | Units identified as only OL have supplementary materials provided online, and students will require internet to access this material |
| PB  | Print Based    | Units identified as PB have print-based materials. Students will be sent print based, or other learning materials e.g. CDs, via Australia Post to the address CDU has recorded. |

To find out how a specific unit will be delivered go to W: cdu.edu.au/units then enter your unit code or a keyword in the search box.

All Learnline units are made available on the first day of semester. If a unit shows both OLR and PB, the student should access Learnline on the first day of semester to start studies. Print-based materials are supplementary, and students should not wait to begin their Learnline activities until the print-based materials arrive by post.

Students enrolling in external units must submit their enrolment by the dates advised (refer Higher Education enrolment dates on page 5) to ensure a timely dispatch of study materials. Students who are enrolled in external units and who have not received study materials by the end of the first week of semester should contact External Student Support on T: (08) 8946 6483 without delay.

For queries regarding the following areas:
• print-based study materials dispatch
• receipt and dispatch of hard copy assignments
• Open Universities Australia students
• external/off-campus examinations.
Learnline

CDU’s online learning environment is known as Learnline and includes the Learning Management System: Blackboard Learn; Collaboration tools - Classroom and Voice; CDU’s web and media streaming servers.

Online learning is an important part of many units of study at CDU. While each unit is different, where Learnline is used you will be able to do one or more of the following:

• view and download content, including unit outlines
• interact with your lecturer and fellow students via a range of communication tools
• undertake assessments and submit assignments
• track your progress and grades
• join live classrooms with collaboration tools
• listen to lecture podcasts.

Text books are often required for units provided through Learnline (refer Bookshop on page 27).

For help using Learnline, T: 1800 559 347 (24 hour/7 days a week service) or E: learnlinesupport@cdu.edu.au or visit the Online Student Support Centre from the ‘For Students’ tab of Learnline located at W: online.cdu.edu.au.

Online enrolment

Activate your student account

You must activate your CDU computer account before you can enrol online. If you are not on campus, you can activate your student account from any computer with internet access. If you are on Casuarina campus, you can activate your student computer account using the general access computers at the Information Centre - building Orange 1, in the Library - building Red 8, the IT Kiosk – building Red 1 or the general purpose labs at the campus. Computers are also available at other CDU campus libraries.

To activate your student account go to W: cdu.edu.au/studentportal, click on “Manage your student computer account” and then “Activate my Computer account”. Once you have activated your student account you can enrol online, use the internet, email, computer labs and access Learnline (if applicable). Student should be aware that their computer username is their Student number preceded by an ‘s’, eg s123456.

Official CDU email addresses

CDU provides two official email addresses to each student as follows:

1. Using your Student ID, the email address will be:
   sStudentID@students.cdu.edu.au.
   Example: If your student was 007007, then your email address will be: s007007@students.cdu.edu.au.

2. Using your given name and surname, the email address will be:
   givenname.surname@students.cdu.edu.au.
   Example: If your name was James Bond, then your email address will be: James.Bond@students.cdu.edu.au.

Note: If you happen to be the second James Bond at this university, then you will have a number appended to your surname. Example: James.Bond2@students.cdu.edu.au.

Students are provided with an email address hosted by the university, which has a 200 MB quota. This service is web-based (such as Hotmail or similar), making it available wherever you can access the internet. Its use is governed by the University’s Information Technology Policies and By-laws, and by the Telecommunications Act. Students may choose to set up a preferred email address, where a copy of any email sent to their official email address is forwarded. (This can be done during Step 2 of the online enrolment process). If a student chooses to do this, they will need to occasionally remove emails from the official email inbox to stay under the quota.

Enrol online

Online enrolment is available to new and continuing domestic and international Higher Education students enrolled in courses being undertaken by coursework. It is a good idea to have a print-out of your study plan next to you to identify the units you wish to enrol in. To access online enrolments:

• log on to the university’s home page W: cdu.edu.au
• select ‘Current Students’
• select ‘My Student Info’
• select ‘My enrolment for 2012’
• login to your student account and select the course you wish to enrol in
• complete the 6 steps to enrol.

(you must have activated your account before logging in, refer to ‘Activate your student account on page 7’).

<table>
<thead>
<tr>
<th>Enrolling in 6 Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
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<td><strong>Step 2</strong></td>
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<td><strong>Step 3</strong></td>
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<tr>
<td><strong>Step 4</strong></td>
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<tr>
<td><strong>Step 5</strong></td>
</tr>
<tr>
<td><strong>Step 6</strong></td>
</tr>
</tbody>
</table>

* Denotes a mandatory step for all students
# Denotes a mandatory step for new students
What information is required in each step?

**Step 1 – Enrolment declaration**
This step is mandatory for all new and continuing students. You must complete this step by clicking on the ‘accept’ button. By doing so, you are declaring your acceptance of all the conditions listed on the enrolment declaration page.

**Step 2 – Update my email address**
All email correspondence sent to you by CDU will be sent to your official CDU email address.
Please note that if you choose to use an alternate email address, it is your responsibility to ensure that emails sent by CDU are received by:

- actively monitoring the email account
- ensuring the mail box is not full.
- ensuring that any spam filtering on the mailbox does not remove CDU mail.
- ensuring the email account is kept active by paying any required subscriptions or accessing often to keep the mailbox active.
- updating your preferred email address if it changes.
- understanding CDU takes no responsibility for email that is undeliverable due to network issues or service provider outages or other circumstances out of our control.

**Step 3 – Change my contact details**
Use this step to update your current postal, home and semester addresses as well as your work and mobile phone numbers. All official correspondence will be mailed to this postal address. If you are a new student, this will show the same postal address that you supplied to S A T A C . You can also use this step to check or update your current postal address. Remember, it is your responsibility to ensure that the information recorded by the university for mailing purposes is up-to-date and accurate and that you provide us with your semester address, i.e., the address where you will reside during semesters. The semester address must not be a PO Box number.

**Step 4 – Update my personal statistics**
Continuing students use this step to check and update the information we have recorded about your personal statistics. New students use this step to answer any questions that are unanswered. You may amend any of your existing answers as necessary except for question two (citizenship status). A change in citizenship or permanent residence status can only be done by providing Student Services with a certified copy of your current visa documentation or citizenship certificate. All other changes are saved by clicking on the submit button found at the bottom of this page.

**Step 5 – My Commonwealth Assistance form**
New students must complete this mandatory step. This step lets you specify if you wish to pay your tuition fees upfront (in full or a part payment) or you wish to defer your tuition fees (in full or in part) to tax.
Continuing students must complete the payment option form if:

- you are currently deferring your fees to tax and wish to pay them upfront.

**About your Commonwealth Assistance form**
Read each section carefully and answer appropriately.
Sections 1–7 are already pre-populated with your details.
If you are an Australian citizen or are eligible for a HECS-HELP supported place you must complete section 8.
If you are not eligible for HECS-HELP supported place you must complete section 9.
Section 10 and 11 must be completed by all.
When all sections have been completed, save your changes by clicking on the ‘submit’ button. Your payment option will appear in the table.

**Note:** You can only make one change online per day to your payment option.
You cannot make any changes for a semester after the Census date for that semester.

**Step 6 – Choose my units to enrol in**
(Nursing students need to read Clinical Teaching Block (CTB) and Clinical Placement nominations, p xx before completing this step.)
All students, new and continuing, must check their course structure and recommended study plan. This will assist you in making correct unit selections for enrolment.
Once you know which units you wish to enrol in for the coming semesters, enter the unit code and click on the Search button. You will need to search and enrol for one unit at a time.

**Notes:** If you are selecting units offered by CDU, but managed by Open University Australia (OUA) units, prefix the unit code with an L – as shown in this example (L-BLW21 COMPANY LAW).
The search may return various unit offering options. You need to choose the correct teaching period, location and mode in which you wish to study the unit by clicking on ‘add’ in the action column, and then clicking on the ‘add to selection’ button. Continue this process until you have selected all your units.
Once you have reached the end of the process, you must confirm by clicking the ‘confirm’ button and then ‘finalise enrolment’. You will know that you have enrolled successfully when you receive a ‘confirmed enrolment receipt’. For your own protection, you are advised to select ‘logout’ when you have finished, then close down the internet browser.

Things to remember when designing an individual study plan:

- ensure Common Units are completed in the first year of study.
- maintain the basic order in which units are to be attempted.
- When selecting electives choose from the correct level - the first number of the code gives the level at which the subject is taught - for example BAC123 would be a first year unit, BAC234 would be a second year unit etc.
- check the assumed knowledge for each unit as some 200 and 300 level units assume you have completed foundation unit/s in the subject area at a lower level. 200 level units
have the unit code which includes a number starting with 200 e.g. BAC234.

**Students unable to enrol online**
If you are a non-award (miscellaneous) or cross-institutional student, you cannot enrol online. You will need to enrol using the 2012 Higher Education Enrolment form (non-award students) or the HE106 Cross Institutional form (cross-institutional students). These forms are available at W: cdu.edu.au/studentportal/adminforms.html.

**Extra information about units and enrolling**

**Overload rules**
A normal full-time study load is 40 credit points per teaching period across one or more courses. If you wish to enrol in more than 40 credit points per study period, you must complete an Overload Enrolment application form (HE112).

**Pre-requisites**
Some units have pre-requisites. You cannot add those units to your enrolment unless you have previously received a passing grade or have been granted an exemption from that unit.

**Units delivered in workshops**
ACIKE students wishing to study units in the workshop mode should choose units marked BAT (Batchelor) or DPC (Desert People Centre) and are required to enrol at least 3 weeks prior to the workshop start dates.

**Units not leading to an award**
Students wishing to undertake individual units that do not lead to an award are enrolled as miscellaneous students and cannot enrol online (please note that students in miscellaneous courses do not receive Commonwealth-supported places).

**Clinical Teaching Block (CTB) and Clinical Placement nominations – Nursing students**
Before students can enrol in the units NUR125, NUR244, NUR343, NUR344 and NUR349 they must submit CTB and placement preferences online through the university online nomination process.

Students are responsible for making all travel and accommodation arrangements and meeting all costs associated with attending CTBs and placements. Students enrolled in the workshop mode at the Batchelor Institute should refer to Student Travel Entitlements on page 26.

More information on how to submit preferences for CTBs and clinical placements is available at W: www.cdu.edu.au/ehs/health/practicum/preclinical_requirements.html

**Note:** submitting preferences for placement units using the online nomination process does not constitute enrolling in the unit. Students must enrol in the relevant unit by following the enrolment process separately. For more information about enrolling into units refer to ‘Enrol Online’ on page 7.

**Pre-clinical requirement information**
Bachelor of Nursing students at Charles Darwin University are required to submit pre-clinical documentation specific to their state or territory by the deadline date. A clinical placement will not be finalised if the required documentation is not supplied by this date and this may impact on a student’s course progression.

For further information regarding pre-clinical requirements including deadline dates and immunisation requirements by state or territory, please go to the following link: W: cdu.edu.au/ehs/health/practicum/preclinical_requirements.html

**Clinical Teaching Block (CTB) information**
Prior to attending a clinical placement, students must successfully complete a five-day CTB during which time they will practice and be assessed on the skills required to undertake clinical placement. The custom-built laboratories at both the Alice Springs and Darwin campuses provide an opportunity for students to meet each other and nursing staff, and gain insight into aspects of Primary Health Care in the NT.

Due to the limited places available in interstate CTBs all interstate Bachelor of Nursing students may be required to attend one or more CTBs at the Alice Springs or Darwin campuses.

**Clinical Placement Information**
Students may nominate for a placement in their own state or territory at a preferred healthcare facility, but are not permitted to arrange their own placement/s.

CDU has strong ties with both private and public healthcare facilities throughout Australia and has successfully placed students in all states and territories.

**However, due to the demand made on interstate health care facilities by many educational institutions, many facilities are now limiting the number of placements they offer and this may impact on course progression.**

**Students may need to travel outside their home state to complete their placement unit/s.**

While every effort will be made to meet a request for a preferred facility within the semester for which the student is enrolled, CDU reserves the right to place students at a facility other than that which is nominated and outside the semester for which they have enrolled.

**Exemption/advanced standing/credit transfer**
If you wish to apply for advanced standing, which provides credit for previous studies, please refer to page 13 of this guide.

**Professional assessment**
Professional assessment is a result given for students who have enrolled in a Higher Education unit and have been assessed as meeting the requirements of the unit on the basis of their professional background. Students pay the same fee for these units as if they were enrolled and completing the unit.

**Why can’t I enrol in certain units?**
Restrictions by unit levels mean that if you are studying towards a Bachelor award, you can enrol only in units at levels 100 – 400 (unless the course offers specialist electives at level 500. If it is a level 500 unit, you will need to do a manual enrolment for this unit).
Some units have pre-requisites attached and you cannot add those units to your enrolment unless you have received a passing grade previously or have been granted an exemption from that unit.

Some 200, 300 or 400 level units assume you have a certain level of knowledge before studying them. ‘My Student Info’ will not stop you from enrolling into these units, but it is expected that you possess this knowledge before enrolling in the unit. Failure to have this level of knowledge may affect your studies.

The university does not guarantee that any enrolment represents the shortest path to the completion of your award.

Incoming cross-institutional students
Students currently enrolled in a course of study leading to an award at another Australian institution, can choose to undertake approved units at CDU for credit towards their studies at their home institution.

Students from other institutions who wish to study as an incoming cross-institutional student at CDU must complete the:

• HE106 Higher Education Cross-Institutional Enrolment form; and
• the relevant HECS-HELP (for eligible undergraduate students) or FEE-HELP form (for eligible postgraduate students who wish to access FEE-HELP). These forms are not available online, but are available from any university or by calling the Information Centre on T: 1800 061 963 and asking for a form to be mailed.

Cross-institutional students are subject to the rules of CDU including those relating to fees and academic progress. Students who are not eligible for either HECS-HELP or FEE-HELP at their home institution will not be eligible for either loan program at CDU.

Outgoing cross-institutional students
Students currently enrolled in a course of study leading to an award at CDU, can choose to undertake approved units at another Australian institution for credit towards their studies at CDU.

CDU students who wish to study as an outgoing cross-institutional student must complete the:

• HE110 Cross-Institutional Enrolment Approval Form for Outgoing CDU Students.

Students must also provide a copy of the unit outline/s, which you intend to complete at the host institution. This must be submitted with the above form.

Cross-institutional enrolments through another institution are subject to the host institution’s rules and regulations and it is essential that you check with the institution you are studying with for important dates, fees and payments.

Study abroad/exchange students
International students enrolled at a partner university may apply for exchange at CDU. You need to apply through your home university.

Undergraduate students enrolled at CDU may apply for outgoing exchange at a partner university, or may apply to study abroad at any overseas university. Exchange students maintain their enrolment at CDU and pay fees accordingly (exchange students do not pay fees at the host university). Study Abroad students take an intermission from CDU and pay tuition fees determined by the host university. Contact the Exchange/Study Abroad Officer in the International Office, Casuarina campus, for all matters relating to these programs.

To be eligible for outgoing exchange, you must have:

• completed one year of full-time study (or equivalent) at CDU
• a sound academic record (i.e. a grade point average of 4.5)
• faculty approval to obtain full credit for study undertaken at the overseas (host) university
• at least one semester left to complete in the current degree program
• language proficiency as required by the host university (many host institutions conduct courses in English)
• maintain full-time enrolment at CDU during the time spent at the host university.

The subject approval process is your responsibility. You should select subjects at the host institution and match them with the required units at CDU. A normal full-time load equivalent of 40 credit points is the expected load. See the CDU exchange site for further details W: cdu.edu.au/international/studyabroad/studyabroad.html.

The Exchange/Study Abroad Officer in the International Office will assist you with your application, and will provide advice and contacts on all placements E: studyabroad@cdu.edu.au.

T: 08 8946 6048
F: 08 8946 6644
Building Orange 1.2.16

Auditing students
Students who wish to audit a class must receive permission from the Dean of the Faculty to attend lectures and observe.

Enrolment Checklist
Have you

• activated your student computer account (page 7)
• selected your units to enrol in (check your study plan - page x6)
• enrolled online (page 7)
• ordered or purchased your textbooks (page 27)
• checked if your units have a Learnline component (refer OLR, OL on page 6). If so, make sure you login to Learnline on the first day of classes (page 6)
• checked the timetables (page 6) to see when your classes are on (internal students).
Student ID card

Where can I obtain a student ID card?
Once you are enrolled you are entitled to a student identification card (photo ID). This can be obtained at the Information Centre located on the ground floor in building Orange 1, Casuarina campus, at the cashier; building A at Palmerston campus or at the Information Centre, Building 1 at Alice Springs Campus. You will be required to show photo identification (Australian driver’s licence or passport) before your card will be issued.

External and workshop mode students can obtain a card by completing form GEN103 – Student Cards for External Students - available from the Information Centre or from W: cdu.edu.au/studentportal/adminforms.html.

What is my student ID card used for?
Your student card provides access to university facilities such as the library, after-hours computer labs, some discounts at the University Shop (Bookshop) and other discounts where notified by the business concerned. You will also be required to show your student card when you sit for your exams. If you are studying on-campus, you may be asked for your ID card by Security if you are using the facilities after normal hours.

Head coverings and my student ID card photo
Head coverings are not permitted to be worn, except for religious reasons, in which case, facial features from the bottom of the chin to the top of the forehead and both edges of your face must be clearly shown. The University will take every measure possible to ensure privacy for students wearing head coverings for religious reasons.

Is there a cost for my student ID card?
Student cards are issued to students free of charge. A $15 administration fee will apply when a lost card is replaced. Stolen cards can be replaced free of charge when the application is accompanied by a police incident number.

Scholarships
The university has scholarships available to new and continuing students. The scholarships are sponsored by individuals, businesses, government, community groups and the university to assist students with the financial burden of studying. A number of scholarships offer students the opportunity to participate in paid work experience during semester breaks and graduate positions on completion of study. Scholarships provide recognition of academic excellence, financial hardship, geographical or social disadvantage and many other criteria. Application closing dates are on the scholarships’ website and all students are encouraged to apply. For more details visit W: cdu.edu.au/scholarships or contact the Scholarships Officer T: 08 8946 6442, or E: scholarships@cdu.edu.au.

Deferment and change of enrolment

Deferment

Note: Students in graduate entry courses may not defer a course.

Deferment is available for those students who have received an offer for Semester 1, with the following exceptions.

Students not permitted to defer a course are those who:

• receive an offer for a place in Semester 2
• receive an offer for a place in Summer Semester
• receive an offer for a place in the Bachelor of Pharmacy or the Bachelor of Clinical Sciences.

• transitioning students who did not study in 2011

Deferment is available until Census date for Semester 1. Students who receive an offer for a place in Semester 1, 2012 may choose to defer starting the course for up to 12 months. If you would like to defer your study for 12 months i.e. keep your place until the following year, 2013, you should notify SATAC. Information on how to do this is at W: satac.edu.au.

If you would like to defer your study for six months i.e. keep your place until Semester 2, 2012, you should contact the Information Centre to determine if your course allows mid-year entry. If it does, then you must accept your offer with SATAC and enrol in Semester 2, 2012 by following the recommended study plan. You need to enrol before Census date for Semester 1, 2012.

If you have completed at least one unit of study towards your course and would like a break from your studies, you need to apply for an Intermission, see page xxx of this guide.

What is a change of enrolment?
A change of enrolment can include one or more of the following actions:

• add or withdraw from a unit
• complete cancellation of a course
• an intermission
• course transfer
• application for exemption (credit transfer/advanced standing).

How do I change my enrolment?
You must be enrolled in 2012 before being able to make any changes to your enrolment.

You may submit your change either:

• on line using My Student Info
• completing the relevant form W: cdu.edu.au/studentportal/adminforms.html
• Email: student.admin@cdu.edu.au.

Note: All requests from current or previous students via email must be accompanied by three identifying forms of information such as: date of birth, student number, full name, postal address, etc.
<table>
<thead>
<tr>
<th>Change of enrolment</th>
<th>My Student Info (ie can be done on line)</th>
<th>Paper form to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add or withdraw from units</td>
<td>✓</td>
<td>HE102</td>
</tr>
<tr>
<td>Complete cancellation</td>
<td>×</td>
<td>HE104</td>
</tr>
<tr>
<td>Course transfer</td>
<td>×</td>
<td>HE103</td>
</tr>
<tr>
<td>Intermission</td>
<td>×</td>
<td>HE104</td>
</tr>
<tr>
<td>Application for exemption</td>
<td>×</td>
<td>HE113</td>
</tr>
<tr>
<td>Cross-institutional enrolment</td>
<td>×</td>
<td>HE106 or HE110</td>
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</tbody>
</table>

**Adding a unit – form HE102**

There are different deadlines for adding a unit, depending on whether you are studying the unit internally or externally. The deadline for adding a unit can be found at the Higher Education enrolment dates on page 5.

**Withdrawing from a Unit – form HE102**

**Before Census date**

The Census date can be found at the Higher Education semester dates on page xx. To withdraw from a unit, Go to My Student Info, My Enrolment for 2012 then select Step 6. Alternatively, complete and submit form HE102. If you have already paid for your unit and you are withdrawing before the Census date and require a refund, you will need to complete form GEN107.

**After Census date but before the end of the teaching period**

If there are extenuating circumstances that were not known on or after the Census date for a unit, students may apply to withdraw from a unit by completing form HE102. The Dean or delegate of the relevant faculty will determine if withdrawals should be ‘with’ (WF grade) or ‘without’ (WW grade) academic penalty. Regardless of the academic outcome, students will remain financially liable for payment of the fees. Students will be sent information on how they can apply for remission of HECS-HELP debt. In all cases, students will be asked to provide supporting documentation from an independent person. For further information regarding supporting documentation please see page 14.

**Notes:** Further information regarding remission can be found on page 19 of this guide.

**After the end of the teaching period**

Students can only withdraw from a unit up to the end date of the teaching period. After this date, a student will be issued with the final assessment grade according to the CDU Assessment Rules. End dates for teaching periods can be found at Higher Education semester dates on page 9.

**Complete cancellation of course (withdrawal from a course) – form HE104**

If you want to cancel your course of study completely, you may benefit from discussing your situation. The Information Centre, the Academic Liaison Unit or Support & Equity can provide advice on the most appropriate person to talk to. Often an alternative solution other than complete cancellation can be found. If you withdraw from all units within the relevant semester/teaching period or academic year, your enrolment will become ‘discontinued’ in that course unless you make a formal request for an intermission for that semester/teaching period or academic year. A course cancellation should be submitted before the Census dates for the relevant semester to ensure academic and financial penalties are not incurred.

Non-attendance at classes does not automatically cancel your enrolment, nor does it cancel your HECS-HELP or FEE-HELP debts.

**Intermission – form HE104**

An intermission refers to the process by which a student who has been enrolled in a particular course and completed at least one unit towards their course, is granted permission to take leave from his/her studies within that course for up to one year. An intermission should be submitted before the Census dates for the relevant semester to ensure academic and financial penalties are not incurred.

ACIKE students who did not undertake study in 2011 will not be eligible for intermission in 2012. Some benefit may be gained from discussing your situation. The Information Centre, the Academic Liaison Unit or Equity Services can provide advice on the most appropriate person to talk to.

Students who do not advise the university that they intend returning to their course of study by the relevant Census dates are considered lapsed from the course. For example, if you do not re-enrol in 2012, and do not submit a form seeking a formal intermission, your activity in the course will be lapsed before the next admission period, e.g. around August each year. All lapsed students will be required to re-apply for admission through SATAC at the next available admission period.

**Course transfer – form HE103**

A course transfer is the process whereby a student who is currently enrolled at CDU seeks to transfer to a different/new course, at the same level. This is possible only when there are places available in the course.

Please note that a course transfer is not available in 2012 into:

- Bachelor of Clinical Sciences
- Bachelor of Pharmacy
- Graduate Diploma of Teaching and Learning
- Master of Accounting (Professional Practice)
- Master of Business Administration (Professional Practice).

Students wishing to transfer from a Bachelor of Engineering to the Bachelor of Engineering (Co-op) must meet the conditions of transfer as described on the course website. Course transfer from other awards is not permitted into the Bachelor of Engineering (Co-op).
Students wishing to transfer from a Bachelor of Information Technology the Bachelor of Information Technology (Co-op) must meet the conditions of transfer as described on the course website.

There are three distinct course transfers, e.g.

- change of award outcome (Bachelor of Arts to Bachelor of Science)
- change from single to double degree (Bachelor of Arts to Bachelor of Arts /Bachelor of Science)
- change to the newest course version (BA98 to BA22).

Admission requirements for the new course need to be met by the student.

The process of course transfer is not to be used for students who are seeking to study a course at a higher level than the course they are enrolled in. These students must complete an application for admission via W: satac.edu.au and selection takes place during the university's offer rounds through SATAC.

**Course transfer - special conditions**

Normally, students should have completed at least 40 credit points in their current course of study before they may seek a transfer to a new course of study. This does not apply to students who are seeking a course transfer to the newest version of the course; in this case, evidence of at least 10 credit points of successful study is required. Course transfers are permitted only before a semester starts, not during a semester.

Students who are not currently enrolled, and whose status is lapsed, discontinued or completed are not permitted to use the course transfer process. These students are encouraged to submit an application for admission for the proposed course of study through SATAC.

Refunds are not available for withdrawals after the relevant Census date. Refunds are not automatic and must be applied for. To apply for a refund, complete form GEN107, Request for Student Refund. If approved, the refund will be processed within 30 days.

Your transfer to the new course must be authorised. If you have completed any units that may be relevant to your new course, your course co-ordinator will arrange for the credit transfer to be granted at the time the course transfer is processed.

International students who hold a Student Visa are required to maintain a full-time enrolment.

AUSTUDY/ABSTUDY - It is the responsibility of the student to ensure that eligibility for Austudy/Abstudy is not affected if you change your enrolment in any way.

**Exemptions/advanced standing/credit transfer for previous study - form HE113**

Exemptions (also referred to as credit transfer or advanced standing) from one or more units in your current course may be applied for on the basis of completed relevant studies previously undertaken. To apply for exemption, complete an Application for Exemption Form HE113 available from the Information Centre or a copy can obtained at W: cdu.edu.au/studentnet/adminforms.html. This process is not available on ‘my student info’.

Your completed form, together with certified copies of documentary evidence to support your request for exemption/credit transfer, should be submitted directly to the Information Centre either in person or by mail before the relevant Census date. The form and attachments cannot be faxed or emailed.

**Requests without documentary evidence will not be processed** (supporting documents are not required where the units were studied at CDU).

**Supporting documentation**

Many student forms require the submission of supporting documentation/supporting evidence. This may be in the form of official academic records showing previous study, testamurs or parchments, doctor’s certificates, practising certificates, registration certificates, etc. Please submit certified copies of documents with your form. These certified copies must be original certified copies (not photocopies of certified documents). Consequently, supporting documents cannot be faxed or emailed. To ensure your supporting documents do not go astray it is suggested that you hand in or mail your completed form together with your supporting documents rather submit them separately.
Fees and payments

After enrolling (and after fees have been assessed) you will receive an enrolment and fee advice via email to your official CDU email address. This is an official print-out of your enrolment. Check your enrolment advice thoroughly. It is your responsibility to ensure all personal details are correct and that your course title and the units you are studying have been entered correctly.

All fees are due by Census date of the relevant semester or study period of the unit you are studying, regardless of when the unit begins. You can make payment in person at any campus or centre, online, via BPAY, credit card or cheque. Details about payment options are listed on page 17.

HESA information

The information in the HESA section is consistent with the Higher Education Support Act 2003 (HESA). However, changes may be made to any provisions at any time with the consent of both Houses of Parliament.

All students are encouraged to:
- visit Going to Uni W: goingtouni.gov.au
- phone the enquiry line on T: 1800 020 108
- contact Student Services on T: 08 8946 7766, or E: hesahelp@cdu.edu.au
- visit W: cdu.edu.au/hea
- visit the Tax Office W: ato.gov.au
- E: hecs@ato.gov.au
- phone the Personal Tax Infoline T: 13 28 61
- phone Higher Education Loan Accounts Unit T: 1300 650 225.

Student contribution ranges

What has been known as HECS places are now called Commonwealth-supported places. Higher education providers determine student contribution (or HECS) amounts for these places, within ranges set by the Australian Government.

Student Learning Entitlement

The Australian Government has introduced the Student Learning Entitlement (SLE). The SLE gives all Australian citizens, New Zealand citizens and holders of a permanent visa access to a Commonwealth-supported place for seven years of equivalent full-time study.

Eligibility for loans and discounts

The deferred payment arrangements and discount for up-front payments that existed under HECS until the end of 2004 still exist, but are now called HECS-HELP assistance. Australian citizens and holders of a permanent humanitarian visa are eligible for HECS-HELP. However, the discount for full, up-front payments or up-front payments of $500 or more has changed.

The Government has reviewed the subsidy and will be reducing the 20 per cent discount previously given to eligible students. From 1 January 2012, the HECS-HELP upfront payment discount will be 10 per cent.

HECS debts

From 1 June 2006, if you have an accumulated HECS debt, it will become known as an accumulated HELP debt. Any HECS-HELP or FEE-HELP debts you incur from 1 January 2005 will be added together with your HECS debt to become one accumulated HELP debt on 1 June 2006.

Bonus for voluntary repayments (to the Australian Taxation Office)

Students who make a voluntary repayment of $500 or more will receive a bonus of 5 per cent. This means your account will be credited with an additional 5 per cent of your payment. The bonus is 5 per cent of the payment you make. Voluntary repayments are made directly to the Australian Taxation Office.

HELP debts and accumulated HELP debts are not provable under the Bankruptcy Act 1966. A student will have to pay them as if he or she had not been declared bankrupt.

Tax File Number (TFN)

A student wishing to defer all or part of the fees to tax must supply a Tax File Number (TFN). A TFN is necessary if a student wants to authorise the university to defer all or part of the HECS contribution to tax and in case a student has chosen the up-front payment option but fails to make a payment by the relevant Census date.

It is a requirement under the Higher Education Support Act 2003 that the enrolment be cancelled after the relevant Census date if a student does not provide personal TFN where required. If a student cannot provide a TFN he/she should immediately contact the Australian Taxation Office (ATO) to obtain either a TFN or a certificate from the ATO to indicate that the student has applied for a TFN.

This certificate from the ATO can be submitted with the enrolment as an interim measure while the application for a TFN is being processed.

Note: The ATO may take up to six weeks to allocate a new TFN.

CHESSN

The Commonwealth Higher Education Student Support Number (CHESSN) is a unique identifier that universities must use as of 2005 in communications with the Australian Government concerning a student who:
- is enrolled in a course of study with the university; and
- has indicated that he or she is seeking Commonwealth assistance under the Higher Education Support Act 2003 for the units.

The CHESSN will remain linked to the student for the remainder of his/her academic life.

What is the CHESSN used for?
The CHESSN is used to manage the:
- Student Learning Entitlements (SLE)
- Higher Education Loan Program (HECS-HELP), and
- Commonwealth Learning Scholarships.
The CHESSN is limited in its use to monitoring Commonwealth assistance to Higher Education students, including the provision of data to the ATO.

**How and when will I be notified about my CHESSN?**

The CHESSN will be notified to students in the Commonwealth Assistance Notice (CAN), issued no later than within 28 days of the Census date for relevant units.

The CHESSN will not be quoted on any other correspondence to students, e.g. fees and enrolment advices or offer letters or any written correspondence on student matters.

Students who withdraw from all units before their first Census date will not be issued with a CAN, so will not receive notification of their CHESSN. CHESSN remains unconfirmed until the first time a student’s enrolment load and fees are reported to Department of Education, Employment and Workplace Relations (DEEWR), and the university will ensure that all unconfirmed CHESSNs are purged from its student management system.

**Census dates**

Census dates can be found on the Higher Education semester dates on page 5 of this guide.

Please be aware that it is the student responsibility to:

- notify the university in writing of any changes to their enrolment before nsusCensus date, and
- complete payment of their fees, where applicable. Failure to do this will result in the university cancelling the enrolment.

**What happens after each Census date?**

If you are a student who is eligible for HECS-HELP or FEE-HELP assistance, and have supplied a TFN and not made a full up-front payment of the student contribution amount, then you will incur a HECS-HELP or FEE-HELP debt if you are enrolled in a unit of study after the Census date. The university is required to defer your fees to tax and the ATO is advised of this debt.

**Commonwealth Assistance Notice (CAN)**

All students who incur a fee with the university in at least one unit of study for that semester or study period by the relevant Census date for that unit, and have sought HECS-HELP or FEE-HELP for at least one unit of study will be sent a Commonwealth Assistance Notice (CAN) no later than 28 days after the relevant Census date. The CAN is also sent to students who occupy a Commonwealth-supported place and are paying their fees up-front.

The CAN will include details about a student’s enrolment, as follows: personal details, CHESSN number, deferred and/or up-front fee payment details, loan fees (if applicable), discounts, total debt, and the total amount by which the student’s learning entitlement has been reduced, and EFTSL values for units.

**What happens if the CAN is incorrect?**

If the university, after issuing the CAN, believes that the information is incorrect, or has ceased to be correct, the university shall issue a new CAN to a student with the correct information.

When a student believes that the information on the CAN is incorrect, the student must, within 14 days of dispatch of the CAN, ask the university (via the Information Centre) in writing for the CAN to be corrected. Verbal requests are not considered. The request must specify the particular information he/she considers to be incorrect and the reasons why it is considered incorrect. Making the request does not affect the liability of the student to pay the contribution, nor the student’s entitlement to Commonwealth assistance.

The university will consider the request as soon as possible, and notify the student of its decision in writing. If the university finds that the information on the original CAN was incorrect, or ceased to be correct, the university will issue a new CAN to the student with the correct information. Student records will be corrected, and data sent to DEEWR accordingly.

**Fee exemption**

All students pay fees unless exempt from payment by the CDU Council. The Council sets all fees on an annual basis. Fees are payable by semester, or by study period for the current year unless a written contract setting the fees with the university is in place (e.g. some international students have specific contracts).

**International student fees**

Fees apply directly to an enrolment in a specific type of course. International students are liable for payment of full-fee course charges relevant to the year they are enrolled in. For more details of fees for international students go to W: cdu.edu.au/international.

**Student Amenities fees**

At the time of publication, CDU does not charge compulsory Student Amenities fees. However, as these fees are currently under debate within Federal Parliament, they may be levied for 2012. Students will be advised as soon as the University takes any decision in this regard.

**Domestic student fees**

Domestic students are all students who meet the following citizenship conditions:

- Australian citizens
- New Zealand citizens
- permanent residents.

Domestic students pay fees according to the units and course they choose to enrol in.

The detailed fee table is available at W: cdu.edu.au/hesa/fees.html. Each unit has four fee levels depending on the category a student falls into.

Categories are normally assigned at the time of enrolment.
Categories of students and applicable fees

The categories of students are:

• 2012
• Pre-2010
• Pre-2009
• Pre-2008
• Full fee paying.

2012 Commonwealth-supported student fees

Students must meet residency requirements to be considered Commonwealth-supported.

Unless students are assessed to be either a Pre-2010, pre-2009 or Pre-2008 student, these fees are applicable to all Commonwealth-supported students starting an undergraduate course and selected postgraduate by coursework courses in 2012.

It also applies to continuing students who began before 2009 in a non-Natural and Physical Sciences (non-NPS) course of study, did not complete that course of study and, on or after 1 January 2009, transfer to a Natural and Physical Sciences (NPS) course of study.

Pre-2010 Commonwealth-supported student fees

Students must meet residency requirements to be considered Commonwealth-supported.

Unless students are assessed to be either a pre-2008 or pre-2009 student, these fees are applicable to all Commonwealth-supported students who began an undergraduate course and selected postgraduate by coursework programs in 2009.

The reduced maximum student contribution amount for units of study in mathematics, statistics and science applies to all students who began their course of study on or after 1 January 2009, regardless of the course of study.

Arrangements exist for Commonwealth-supported students who began a course of study before 1 January 2010 and had not completed that course before that date.

A person is a pre-2010 student for a unit of study if the person started the course of study of which the unit forms a part before 1 January 2010 and was a Commonwealth-supported student in relation to a unit of study in that course and:

a) the person had not completed the course by 31 December 2009; or
b) in 2009 the person was undertaking an enabling course; or
c) the person has completed the related course for an Honours course and is undertaking the Honours course of study.

Pre-2009 Commonwealth-supported student fees

Students must meet residency requirements to be considered Commonwealth-supported. Unless students are assessed to be a Pre-2008 student, these fees are applicable to all Commonwealth-supported students who began an undergraduate course and selected postgraduate by coursework programs in 2008.

Pre-2008 Commonwealth-supported student fees

Students who, before 1 January 2008, began a course of study as ‘contributing’ students, are to be treated as pre-2008 HECS students if they have not discontinued their enrolment in the course since that commencement or completed the requirements for the course. Pre-2008 students retain this student status until 31 January 2012, after which date their fees will be the same as students starting a course in 2013.

Students are not taken to have discontinued their enrolment if they have:

• taken a leave of absence with written approval from the university;
• transferred in 2008 into another course of study at the same level (i.e. undergraduate or postgraduate level) with the same provider or another provider;
• enrolled in a cross-institutional program at a host provider;
• enrolled in an honours course of study in 2008 after having completed the related pass course in 007;
• or in 2007, undertaken an enabling course as an exempt student and, the following year, enrolled in the course of study to which the enabling course relates a a Commonwealth-supported student.

Full fee paying students

These are students who are:

• postgraduate students who, in 2012 are starting studies in a fee-paying postgraduate by coursework course
• postgraduate students who, before 2012, were enrolled as full-fee paying students in a postgraduate by coursework course
• domestic undergraduate students who are studying an undergraduate course without a Commonwealth-Supported Place
• students enrolling in MISC (miscellaneous course).

NZ citizens and permanent residents (non-humanitarian visa holders) residing outside Australia while undertaking a unit of study within a course will be charged the FULL TUITION rate (and are not eligible for any FEE-HELP Programs or a discount) - as by living overseas they are no longer considered a Commonwealth-Supported student.
Additional information for unit fees and student categories
For specific details on fees for each unit visit W: cdu.edu.au/hesa/fees.html. Email: hesahelp@cdu.edu.au or T: 1800 061 963 or 08 8946 7766.

Credit transfer
There is no charge for credit given through credit transfer.

Professional assessment
Students who, on the basis of their professional background, are seeking to be assessed as meeting the requirements of the unit, are required to enrol in the unit for which they are seeking the assessment and submit a HE113 form as soon as possible after enrolling in the unit for which they are seeking Professional Assessment (PA). Approved students are issued with the grade of PA – Professional Assessment.

Miscellaneous enrolment charges
Students who enrol in individual units in a course that does not lead to an award will have their enrolments processed as miscellaneous enrolments and will be charged at relevant rates.

Service charge
A service charge will be applied for all transactions initiated by you and involving administration cost, time and/or effort, provided that the service is not a compulsory or essential component of a course or its assessment and award. The service charge is $30 in 2012.

When will my fees be assessed?
Fees for enrolled students are assessed for individual semesters after the relevant fee assessment period has started. You can check fees using ‘my student info’ after this date, and enrolment and fee advice are sent out to all enrolled students after this date.

Why does the university have different fee assessment start dates?
The university offers unit choices over eight teaching periods:
• semester 1, 2 and 3 and Summer Semester
• study periods 1, 2, 3 and 4
• students do not need to make payment of fees for all teaching periods at once, but by the relevant Census dates for each teaching period.

Different fee assessment dates ensure that any fee payment you make is allocated to the correct teaching period and its Census date. For example, if you wish to defer your fees for summer semester but make a minimum payment of $500 up-front to take advantage of fee discounts, your payment will be set automatically against your Summer Semester debt. If fees were assessed for all teaching periods at once, your payment would be set against any future fee debts automatically and you may not be identified as being eligible for the fee discount.

Can I determine which fees I want to pay first?
When you make payment of any amount, your DEEWR debts will be cleared first. For example, if you owe fees from other courses (VET /Higher Education) these will be cleared before current fees.

For those of you who are eligible to receive a 10 per cent discount on making up-front payment of fees, it is very important that you make payment of any outstanding fees and current tuition fees at the same time to ensure all fees are cleared. Students who have an outstanding balance are not eligible to receive the discount.

Methods of payment
There are various methods by which fees can be paid, depending on the type of enrolment undertaken. Payments can be made by the following:

Online
Online payment can be made at W: payonline.cdu.edu.au.

BPay
Your Biller code and reference number is printed on the enrolment and fees advice for your convenience. You may use the telephone or the internet, to contact your financial institution to make payment from your nominated bank account to the university. You need to allow for at least three working days for this process.

Credit card/by phone
Credit card details can be directed to the cashier on T: 08 8946 7191 or 08 8946 7192. Information required is: student number, cardholder’s name, credit card number, expiry date of card and the CCV security code. Visa Card, Master Card, Diners and American Express are accepted.

Payments in person
Cash, cheque or credit card are accepted at the cashier’s office located on the ground floor of Orange 1 at Casuarina campus, the Administration Office at Palmerston campus and building 1 at Alice Springs campus.

EFTPOS
These facilities are available at Casuarina, Palmerston, and Alice Springs campuses.

Cheque payments
Cheques sent by mail should be directed to the cashier and accompanied by a copy of the appropriate enrolment and fees advice and you should include a contact number where you can be reached during business hours. (DO NOT SEND CASH through the post).

An Enrolment and Fees Advice will be sent to you via email after your enrolment has been processed and fees have been assessed for the relevant semester. You are encouraged to take advantage of checking your fees balance on ‘my student info’ at any time after fee assessment has taken place. Once you are enrolled and your fees have been assessed you will be sent a payment and fees advice. This is confirmation of your enrolment.
The enrolment and fees advice should be checked thoroughly for accuracy. Discrepancies should be resolved through the Information Centre before making your payment. If you posted your completed enrolment form to the university and have not received your enrolment and fees advice within two weeks of the fee assessment date for the relevant semester, or if you have any queries regarding your enrolment and fees advice, please contact the Information Centre for assistance. The enrolment and fees advice serves as an invoice for the purpose of notification of fees owing. No separate fees invoices are issued.

It is the responsibility of the student to advise the university in writing of any change of address. The student can also change the mailing address on-line in My Student Info to ensure accuracy of the address.

**Note:** Non-receipt of an invoice due to an incorrect mailing address does not clear a student debt.

### Refunds

A student must withdraw from a unit/course by completing the form HE102 - Change of Enrolment or HE104 - Complete Cancellation Form/Intermission Form.

Refunds are not automatic. All students must apply for a refund. An application for a refund can be made by completing the form GEN 107 Request for Student Refund and submitting to the Cashier. Your application will be considered and, subject to approval, Student Services Cashiers will process the refund to you or a third party who has paid your fees. It is essential, therefore, that you advise the university of your current contact details. **The refund will be processed within 30 days of the submitted refund request form.**

Refunds can be processed directly into your nominated bank account through Electronic Funds Transfer (EFT). Once the university has processed the refund, you should have access to these funds within two days. Under banking regulations, if a student has made a payment with a credit card any refund must be credited to the original card. Charles Darwin University will refund to the original credit card if the initial payment was via that credit card within the previous 12 months, otherwise the refund will be processed by Bank Transfer. It may take up to seven working days before the credit appears on your account due to bank processing practices.

Refunds of amounts that total less than $30 will be paid in cash if no further study is being undertaken (only available from Casuarina campus). If further study is being undertaken, no payment shall be made but a credit will be carried forward.

### What happens if I do not pay my fees by the Census date?

#### Commonwealth-supported students

Upon receipt of an enrolment and fees advice you should immediately check the accuracy of the information contained on this document and read the instructions on the reverse side. There are penalties for non-payment of fees by the due date.

If you are eligible for and have chosen the up-front payment option on your request for Commonwealth-support and HECS-HELP, a reminder notice will be sent 28 days before the relevant Census date advising you that payment of your tuition fees is required no later than one working day before the Census date.

If you have not paid your student contribution by the relevant Census date but have provided your TFN, your debt will be deferred to the ATO. If you have not paid and have not provided your TFN, your enrolment will be cancelled within two working days after the Census date. You will be notified in writing.

Students who have not paid all applicable non-unit related charges (i.e. non-tuition fees) will be advised that the Fees and Charges By-Laws will be applied, and that unless payment is received within 28 days, debt collection procedures may begin. The relevant sections of CDU Fees and Charges By-laws for non-payment of fees can be accessed at W: cdu.edu.au/governance/bylaws.html.

#### Non-Commonwealth-supported students, holders of other permanent visas and New Zealand citizens (including full fee postgraduate students)

A reminder notice will be sent to you advising that payment is required within 28 days of the date of the notice. On the expiry of the above notice the enrolment of all students who have an outstanding debt will be cancelled and the student/s will be advised in writing. The relevant sections of CDU Fees and Charges By-laws for non-payment of fees can be accessed at W: cdu.edu.au/governance/bylaws.html.

Students who have not paid all applicable non-unit related charges (i.e. non-tuition fees) will be advised that the Fees and Charges By-Laws will be applied, and that unless payment is received within 28 days, debt collection procedures may begin.

### Withdrawal before Census date – student fee implications

<table>
<thead>
<tr>
<th>Fee options</th>
<th>Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up-front payments of Commonwealth-supported fees</td>
<td>If you have selected the full, up-front payment option in respect of your Commonwealth-supported place liability, and have made payment of fees for that unit, the university will repay those amounts to you.</td>
</tr>
<tr>
<td>Up-front payment of domestic full tuition fees</td>
<td>If you have selected the full, up-front payment option in respect of your liability, and have made payment of fees for that unit, the university will repay those amounts to you.</td>
</tr>
<tr>
<td>Deferred payments of fees</td>
<td>If you have selected the deferred payment option in respect of your liability, you will not incur a debt for the unit(s) you are withdrawing from.</td>
</tr>
</tbody>
</table>
Withdrawal after the Census date – student fee implications

Students who withdraw from their studies after the Census date may apply to have their Student Learning Entitlements (SLE) re-credited and/or their fees remitted in special circumstances.

<table>
<thead>
<tr>
<th>Fee options</th>
<th>Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up-front payments of Commonwealth-supported fees</td>
<td>If your SLE is re-credited, then your HECS-HELP debt for that unit is taken to be remitted and the University will refund the up-front payments of your contribution amount.</td>
</tr>
<tr>
<td>Deferred payments of fees for Commonwealth-supported Students</td>
<td>If your SLE is re-credited, then your HECS-HELP debt for that unit is remitted and the University will repay the Commonwealth any HECS-HELP assistance to which you were entitled.</td>
</tr>
<tr>
<td>Up-front payment of domestic full tuition fees</td>
<td>The university has the discretion to refund any up-front payments to you in accordance with the University’s own rules.</td>
</tr>
<tr>
<td>Deferred payment of domestic full tuition fees</td>
<td>If your FEE-HELP balance is re-credited, any FEE-HELP debt you acquired for that unit will be remitted and the University will repay any amounts of FEE-HELP assistance to the Commonwealth.</td>
</tr>
</tbody>
</table>

Remissions

Students who withdraw from their studies after the Census date still consume SLE for the units from which they withdraw. However, such students may apply to have their SLE re-credited in special circumstances. If a student withdraws from a unit/s of study after the Census date, the university will advise the student to apply in writing to the university for a re-credit, remission or refund, whichever is relevant to the person. A student who completes a unit and receives a fail grade is considered not to have successfully completed the unit and may, therefore, apply for a re-credit or a remission if special circumstances exist. In all cases, supporting documentation will be required.

A student who has successfully completed the unit of study cannot apply for a re-credit or a remission.

What qualifies as special circumstances for the purpose of a remission?

Special circumstances include unusual circumstances which are beyond a person’s control. The university shall assess if the special circumstances have arisen due to the applicant’s action or inaction, either directly or indirectly, and for which the person is not responsible.

It can also be circumstances that make it impractical for the person to complete the requirements for their unit of study and may include medical circumstances, for example, where a person’s medical condition has changed to such an extent that he or she is unable to continue studying or a person has experienced family/personal circumstances such as death or severe medical or financial problems within a family, such that it is unreasonable to expect a person to continue studying.

Employment-related circumstances for example, where a person’s employment status or arrangements have changed so that the person is unable to continue his or her studies, and this change is beyond the person’s control. Or course-related circumstances, for example, where the provider has changed the unit it had offered and the person is disadvantaged by either not being able to complete the unit, or not being given credit towards other units or courses.

A person is unable to complete the requirements for a unit, for example, if the person is unable to undertake the necessary private study required, attend sufficient lectures or tutorials and meet other compulsory attendance requirements in order to meet their course requirements, or complete the required assessable work, or sit the required examinations, or complete any other course requirements because of their inability to meet the above.

Special circumstances do not include lack of knowledge or understanding of requirements under the schemes or a person’s incapacity to repay a Higher Education Loan Programme (HELP) debt. Repayments are income-contingent and the person can apply for a deferral of a compulsory repayment in certain circumstances.

How do I apply for a remission?

Your application for a re-credit or a remission must be made in writing within 12 months of the withdrawal date, or, if you have not withdrawn, within 12 months of the end of the period of study in which the unit was, or was to be, undertaken.

Your application needs to include any independent supporting documentation, for example, a letter from your doctor or counsellor, to support your claims. Please complete form HE107 – Application for Remission of Commonwealth-supported student fees – up-front payments and Commonwealth support students – help form which can be found at W: cdu.edu.au/studentnet/adminforms.html.
When will a remission be granted?
The university will remit if it is satisfied that special circumstances apply to the student that are:

• beyond the person’s control
• do not make their full impact on the student until on, or after, the Census date, and
• make it impractical for the person to complete the requirements for the unit in the period during which the person undertook, or was to undertake, the unit.

How will I know if my application for a remission is successful?
The university will notify you of the decision and the reasons for making the decision and will also advise you of your rights for a review of the decision if you are unsatisfied with the outcome.

The university will also advise DEEWR of its decisions.

Examinations
Final assessment for students may include a formal examination component. Exams generally are held during a central examination period, which extends for two weeks, with the exception of the summer central exams which extends over one week only. Supplementary/special examination periods extend over one week. Most units require an end-of-semester central examination be taken. Central examination timetables for Higher Education will be available online. Some units also may have mid-semester faculty-based examinations and these will be listed on your unit outline.

Draft central examination timetables will be made available to students usually seven to eight weeks before the central exam period begins. Students when reviewing the draft timetable for the forthcoming examination period will have two weeks (ten working days) in which to provide feedback to the timetabling team. Once the final examination timetable is published, no further changes are made to the timetable. The final examination timetables for the central exams are published on the web site usually five to six weeks before the central examinations.

Only a final examination timetable, usually five to six weeks before the examinations is published for the supplementary/special examination period.

Students may be required to sit more than one examination in one day.

As a student, it is your responsibility to ensure that you are familiar with the date, time and venue of your examinations. Non-attendance at a scheduled examination will result in a grade of FAIL being recorded.

Note: Misreading the content of the central examination timetable does not constitute a valid reason to request a special examination. Be aware that your exam can be scheduled on any day during the central examination period. If you need further clarification in regards to your examinations, contact the Office of Student Administration and Equity Services.

<table>
<thead>
<tr>
<th>Examination dates</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special/supplementary exam period</td>
<td>3-7 September 2012</td>
<td>18-22 February 2013</td>
<td>N/A</td>
<td>8-12 April 2013</td>
</tr>
</tbody>
</table>

Special examinations

Application for special arrangements EGT112 Application must be submitted at least 7 days before the examination

If you require any special arrangement for your examination, contact Equity Services on T: 08 8946 6288 to discuss possible options.
If you have a disability, you can discuss options of:
• additional reading or writing time
• special seating arrangements; or
• any other special requirements.

Application for special consideration EGT111 Application must be submitted within 7 days of sitting an examination

If for some reason you are unable to prepare adequately for an examination due to illness or personal circumstances, special consideration may be sought. A medical certificate and/or statutory declaration must be included with the application. If the application is approved, the lecturer of the unit from which you are seeking special consideration will take your application into account when marking your exam.

Application for special examination EGT113 Application must be submitted within 7 days of sitting an examination

If you are ill on the day of an examination and you cannot attend, you are entitled to apply for a special examination. Special examinations shall be held in the following core teaching period over a one-week period either during the mid-semester break or at the end of semester central examination period. A medical certificate must be included with the application for a special examination.
External examinations

Candidates located within 80km of an approved CDU exam, or centre are expected to sit their exams at the respective centre. CDU has approved centres in all states and can be found by visiting W: learnline.cdu.edu.au/support/ess/examinations.html.

CDU will make contact with the CDU exam centre/invigilator and make the necessary arrangements for the student.

Students located more than 80km from an approved centre

Students who are located more than 80km from an approved centre are required to make suitable arrangements to sit their exam/s. Students should notify CDU with the name of the local tertiary institution. If a local tertiary institution does not exist then the student is required to locate private invigilator. In some cases CDU has details for people who have acted as invigilators previously. External Examinations manages the process for private invigilator for exams held outside of an approved centre for all central exam periods and for special-supplementary exam periods. More information can be found at W: learnline.cdu.edu.au/support/ess/examinations.html.

Students undertaking an off-campus exam will receive an email sent to their CDU student email account from External Examinations outlining the process and their responsibilities. Students are reminded that it is their responsibility to regularly check their CDU student email account. W: student-mail.cdu.edu.au.

Timelines are set to ensure that CDU has sufficient time to make the necessary arrangements for an examination to be delivered on time. It is a student’s responsibility to ensure that they respond within the specified timelines and to provide the relevant information, as requested by CDU. Students located more than 80km from an approved centre are advised to contact the respective exam centre/invigilator two weeks before the exam date to check that the papers have been received. If not, please contact External Examinations straight away to advise of the discrepancy.

If you are having difficulties or do not understand what you need to do, please contact External Examinations.

T: 1800 061 963 or 08 8946 6483
E: externalexaminations@cdu.edu.au

Some helpful information is contained in the exams section of the Study Skills website W: learnline.cdu.edu.au/studyskills.

Can I repeat a unit to obtain a higher grade?

If you are in a Commonwealth-supported student or a full-fee paying postgraduate student receiving Fee-Help, you cannot repeat a unit in the award course unless:

• it is required to graduate, eg you have too many PC units, or
• you need a particular unit to gain professional recognition, eg CPA registration.

You may repeat a unit if you are enrolled as a miscellaneous student (non-award). You will have to pay fees depending on the discipline. The detailed fee table is available at W: cdu.edu.au/hea/fees.html.

Grading Schema indicating the grades that apply to Higher Education students is available at W: cdu.edu.au/governance/documents/AssessmentRules.pdf.

Grades release dates

<table>
<thead>
<tr>
<th></th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of semester release</td>
<td>3 July 2012</td>
<td>20 November</td>
<td>21 January</td>
<td>11 March 2013</td>
</tr>
<tr>
<td>dates</td>
<td></td>
<td>2012</td>
<td>2013</td>
<td></td>
</tr>
<tr>
<td><strong>Study Period 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For units delivered by CDU</td>
<td>3 July 2012</td>
<td>11 September</td>
<td>13 December</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2012</td>
<td>2012</td>
<td>2012</td>
</tr>
<tr>
<td>For units delivered by Open Universities Australia</td>
<td>27 July 2012</td>
<td>26 October 2012</td>
<td>25 January 2013</td>
<td>26 April 2013</td>
</tr>
</tbody>
</table>

Note: OUA grades do not become available until nine weeks after the end of each study period.

Results are available online via My Student Info (unless you have a financial encumbrance).
Memorandum of grades (MOG)

You can print and view your final grades online by visiting My Student Info and selecting My Results.

If you experience difficulties obtaining your online grades, or wish to receive an official printed copy please contact the Graduation Team at E: graduation@cdu.edu.au. Provide your full name, student number and course/unit details. Be aware that the MOG will be sent to the most current postal address listed, so please make sure your contact details are valid.

Note: Grades appearing in Learnline are unofficial grades and are only an indication of what your final grade may be. CDU releases official grades on the relevant grade release date.

Graduation

The university holds five graduation ceremonies a year. Students who complete at the end of a calendar year graduate in one of two evening ceremonies held in Darwin in May or the ceremony held in Alice Springs in June.

Students who complete in the middle of the calendar year graduate in one of two daytime ceremonies held in Darwin in October.

Each student who believes they have met the requirements to graduate needs to complete a Nomination to Graduate form. Every graduand receives an invitation to attend the ceremony and three guest tickets to invite family and friends to join in this joyous occasion.

Please be advised that during peak times there may be a delay in responding to requests. It is strongly recommended that if you have access to email that you contact E: graduation@cdu.edu.au.

Graduation dates can be found at W: cdu.edu.au/graduation.

Support dates can be found at W: cdu.edu.au/graduation.

Support services

Indigenous Academic Enrichment Program

The ACIKE Academic Enrichment Program is a culturally supportive, holistic learning and support environment that recognises and values student learning styles and needs, and is aimed at building Aboriginal and Torres Strait Islander student capacity. This initiative delivers academic tuition for ACIKE Indigenous students throughout their study journey whether they study on or off campus. The program offers a further level of academic support to students individually or collectively with tuition models tailored to complement the quality and flexibility of course delivery and encourage participation of Indigenous students studying within ACIKE. At the start of each semester students will be contacted by one of the academic staff working in this area to establish individual study plans and review existing ones.

Academic Liaison Unit

The Academic Liaison Unit (ALU) services both Faculties – the Faculty of Law, Education, Business and Arts (LEBA) and the Faculty of Engineering, Health, Science and the Environment (EHSE). The ALU provides advice to students particularly in relation to the design of study plans to suit the circumstances of individual students. This advice is in accordance with unit availability and information from course coordinators. Initial enquiries, however, should be made via the Information Centre on T: 1800 061 963.

Academic support

The Academic Language and Learning Success Program (ALLSP) is part of CDU’s School of Academic Language and Learning (SALL). It is a one-stop shop for students who want to improve their academic skills. It offers free workshops and one-to-one support to help students write assignments, study efficiently, and improve their written language skills. There is a strong emphasis on providing students with a supportive environment so that the significant transition many are making into the world of higher education is successful. For more information, or to view the workshop schedule and register online, go to W: cdu.edu.au/allsp, or E: allsp@cdu.edu.au or call (08) 8946 7249.

Concerns and complaints

All students at Charles Darwin University should feel free to raise any matter of concern relating to academic studies, the conduct of others at the University, administrative actions, facilities or other issues you believe the university should be aware of. We encourage students to resolve their concerns quickly and at the local level if possible. So it is important, in the first instance, to talk with supervisors, lecturers or other relevant staff about your concerns. They will do their best to resolve the issues that you raise.

Sometimes concerns and complaints need to be managed beyond the local area, especially if the matter is of a serious nature, such as harassment. In these instances, you are advised to contact the university complaints officer, who will clarify your rights, responsibilities and options.

All matters that are raised will be taken seriously by the university and will be treated with respect and confidentiality.

For more information please visit the Office of Leadership and Organisational Culture W: cdu.edu.au/oloc/. You can also contact or visit the Office, located on Casuarina campus in Blue 1.1.36-40.

P: 08 8946 7738
E: complaints@cdu.edu.au

Mail: Complaints Officer, Office of Leadership and Organisational Culture, Charles Darwin University NT 0909

Equity Services

Careers and employment

The Careers and Employment team can assist current CDU students and recent graduates with career counselling, career development programs, job search strategies, written job applications, preparing for job interviews and general career planning.

Contact the Careers and Employment team at Equity Services or check out the career information available at CareerHub cdu.edu.au/careers.
Counselling
If you are experiencing personal difficulties that may be affecting your studies, the Counsellor provides a free, confidential student counselling service. The issues discussed could include: balancing study, work and family, life challenges, time management, trauma, grief and loss, improving relationships or identifying skills and strategies to enhance life experiences. Please contact Equity Services to make an appointment with the Counsellor. Appointments may be either direct contact or via telephone.

ACIKE students also have access to liaison officers at the Batchelor and Desert People Centre campuses. The liaison officers help when you are having problems that make it difficult for you to study. They are there to offer you support and help you find ways to solve problems. Sometimes students find it difficult to cope with their studies because of personal issues (such as anger, alcohol/drug related issues, grief), family issues or social issues while on campus.

Disability Support
The disability liaison officer is available to CDU students who have a disability. The service provides advice to students accessing facilities and programs at CDU including any reasonable adjustments necessary to address the effects of the disability on a student’s ability to undertake their study. Please contact Equity Services to make a confidential appointment with the disability liaison officer.

Emergency loans
The administrative officer in Equity Services can provide information about emergency short term Loans that are available to students. Please contact Equity Services.

International Student Support
The international student advisor provides international students with information and support upon arrival and during their studies at the university. The international student advisor provides advice on visa related issues and also assists students to resolve concerns encountered during their studies and in preparation for their return home.

To make an appointment with the international student advisor contact Equity Services.

Alternatively, the International Student Advisor is available to see students without prior appointment on Tuesdays 10.00am-12.00 midday - Equity Services Blue 1.1.21-34

The International Student Support and Events Officer is students’ first point of contact upon arrival in Darwin. The international student support and events officer is available at the Information Centre on weekdays from 9.00am-12.00 noon to answer questions regarding courses, enrolments, health cover and events for International students. For further information visit cdu.edu.au/SES/international-std.html

National disability coordination officer
Equity Services hosts the Northern Territory national disability coordination officer. The NDCO can provide information to individuals with a disability and links to local support services. For further information visit cdu.edu.au/ndco/index.html.

Off-campus accommodation
The off-campus accommodation officer can assist students with information and advice regarding finding appropriate accommodation while studying. The accommodation officer provides free and confidential information and advice on housing options, accommodation problems and tenancy advice. Please contact Equity Services to make an appointment with the off-campus accommodation officer:

Contact Equity Services

Casuarina campus – Building Blue 1.1.21-34
T: 08 8946 6288
F: 08 8946 6654

Alice Springs campus – Library building
T: 08 8959 5216
E: equity@cdu.edu.au
W: cdu.edu.au/studentservices/

Information technology

IT Kiosk
The IT Kiosk is your first point of contact for help with computers, the Internet, telephones, setting up wireless and associated information technology equipment and services.

IT Kiosk operating hours:
8am to 4pm weekdays excluding public holidays.

ITMS
Contact the ITMS Service Desk if you have any problems with computers, software or passwords. Access the Service Desk at:

W: cdu.edu.au/ITMS/contactus.html

Casuarina campus
T: 08 8946 6600
E: itms-support@cdu.edu.au

Alice Springs campus
The Alice Springs IT Service Desk operates during normal class delivery hours. All contact should be via the centralised Service Desk, which will facilitate any direct support required.
T: 08 8946 6600
E: itms-support@cdu.edu.au

ITMS Service Desk operating hours:
• Normal hours, Monday to Thursday, 7:30am - 6pm, Friday 7:30am – 5:30pm
• Urgent call-out support, 6pm - 9pm
• Weekend and public holidays (urgent call-out support), 8am - 4pm.

Student computer account
Your computer account gives you email access and access to the web. Your account also provides you with a password to allow you access to the computer workstations in the computer laboratories and campus libraries.

Computer facilities
Computer laboratories are available for student use on level 3 Orange 1 at Casuarina campus, building C at Palmerston and Alice Springs campuses. The laboratories are open week
days between 7am and 1 am at Casuarina, 7am and 11 pm at Palmerston campus and varied hours at Alice Springs campus. Your student card should give you automatic after hours access to computer labs. For help in solving problems, simply take your student card to the enquiries counter in the Information Centre. For access at Alice Springs, please contact the Alice Springs Information Centre staff (see also Library and Learning Precinct below).

Internet access
What you access on the internet through the university connection to the World Wide Web is governed by the university internet access policy. All web traffic is monitored by our systems against your username/password and in the event that excessive amounts of data or illegal content is detected, students will be contacted and asked to explain. Students under the age of 18 are required to fill out a permission to access the Internet form which must be signed by a parent or guardian. The form can be obtained from the IT Kiosk or visit W: cdu.edu.au/itms/accessforms.html.

Wireless access
Wireless access is available in the majority of locations throughout CDU. This includes Casuarina, Palmerston, Alice Springs and some access in other campuses. Although helping individual students to set up their wireless connection is not supported by ITMS, documentation is available to help you configure your own notebook computer. These are available from the IT Kiosk or from the library website (see also Library and Learning Precinct section of this guide.)

Misuse of computer facilities
Students should be aware that they can be charged under the Student Conduct By-Laws if they are found to be misusing computers and, in particular, accessing pornographic material, downloading copyright material such as movies, sending emails that contain racist, sexist or other comments which contravene Federal or Territory Equal Opportunity Legislation.

The official CDU policy regarding ‘Internet and Communication Technologies Acceptable Use Policy’ can be found at the following location W: cdu.edu.au/governance/ Policies.htm.

Library and Learning Precinct
ACIKE has library services to support students studying on campus or externally. Find out more at W: libguides.cdu.edu.au/studentwelcome. Libraries are located on CDU Alice Springs, Casuarina and Palmerston campuses and BIITE campuses in Batchelor and Alice Springs (Bloomfield St). Library opening hours may vary between campuses and during semester breaks. Hours are listed at W: cdu.edu.au/library/about/hours and www.batchelor.edu.au/lls.

Each school has a liaison librarian who advises students on finding information W: cdu.edu.au/library/how/librarians.html

Each campus library has a Learning Precinct where staff can assist you with finding information, printing, scanning etc. Computers are available for study and research purposes. All campus libraries are wireless-enabled and you can connect your laptop to the wireless network. Study areas are also available with power for laptop computers.

Students who are located more than 80kms from a campus are eligible to register for Distance Services W: cdu.edu.au/library/services/membership/distance.html. The library also offers an Ask Us service, which is available to all CDU students and staff. See W: cdu.edu.au/library/forms/askus.html.

Casuarina campus
Building Red 8
T: 08 8946 7016
E: referencedesk@cdu.edu.au
W: cdu.edu.au/library/about/campuses.html

Palmerston campus
T: 08 8946 7870
E: referencedesk@cdu.edu.au
W: cdu.edu.au/library/about/campuses.html

Alice Springs campus
T: 08 8959 5233
F: 08 8959 5282
E: alice.library@cdu.edu.au
W: cdu.edu.au/library/about/campuses.html

Batchelor campus
For more information, please contact:
T: 1800 677 095
T: (08) 8939 7103
F: (08) 8939 7102
E: library@batchelor.edu.au

Bloomfield Street Alice Springs (incorporating DPC)
T: 1800 677 095
T: (08) 8951 8328
F: (08) 8951 8320
E: alice.circulation@batchelor.edu.au

Office of Indigenous Academic Support Unit
The Office of Indigenous Academic Support (OIAS) comprises a team of highly skilled and qualified Aboriginal and Torres Strait Islander staff who provide academic support across a range of disciplines to Indigenous students studying at CDU.

With Indigenous Support Centres located at Casuarina (Gurinbey), Palmerston (Duwan), Katherine (Yangan.gan), Alice Springs (Akalye), Tennant Creek and Yirrkala, the OIAS team provides a culturally safe physical and intellectual environment where students are encouraged to reach their full potential. This is facilitated through a range of programs designed to enhance their capabilities and increase their options for personal and professional development as they progress through their studies. The OIAS team assists students to enrol in the course/s of their choice and help them to plan their educational and career.

How can Indigenous Academic Support help me?
The OIAS team provides high level support and assistance to Aboriginal and Torres Strait Islander students studying at CDU through:

- Provision of specialist orientation programs for new Indigenous students
- Assistance with enrolment applications and course information
- Provision of academic support and
referrals for tutoring from the Indigenous Tutorial Assistance Scheme (ITAS), through which individual or group tutorial assistance can be arrange

- Administration of the Sunning Hill Bursary which provides financial assistance to eligible students to purchase special course requirements, attend relevant conferences/seminars, and meet unexpected or one-off expenses that cannot be met by any other income source.
- Provision of information about scholarships and other opportunities that become available for students from time to time, as well as assistance with the preparation and submission of scholarship application.
- Development of your leadership and public speaking skills as an Indigenous Student Ambassador for CDU.
- Referral to support agencies e.g., counsellors, and information and assistance to access other services on campus e.g., Support and Equity Services, which also includes access to disability support.
- Provision of advocacy support e.g., helping to deal with study problems, scholarship payments, access to Centrelink/Abstudy, etc.
- Assistance with top-up printing costs for (VE) and Higher Education student.
- Help in finding suitable accommodation through North Flinders International House, Mission Australia, or Aboriginal Hostel.
- Regular visits to schools and community organisations to discuss study options and educational and career pathways available at CDU.
- Preparation and broad email distribution of monthly Indigenous Academic Support newsletter.
- Excellent student facilities available at Darwin, Palmerston, Katherine and Alice Springs campuses, Tennant Creek Training Centre and the new Yirrkala (Gove) Education Support Centre, which also offers top class student facilities.

For further information contact the Office of Indigenous Academic Support

**Gurinbey** at Casuarina campus
The Office of Indigenous Academic Support is located at Building Orange 2, Level 3, and includes a range of facilities for students as well as a dedicated computer lab.
T: 08 8946 6485

**Duwun** at Palmerston campus
Indigenous Academic Support at the Palmerston campus is located in Administration, Building A.
T: 08 8946 7432 (Casuarina campus)
T: 08 8946 7957 (Palmerston campus)

**Akaltye** at Alice Springs campus
Indigenous Academic Support at the Alice Springs campus is located in Building 6, at the rear of the Uni Info Shop.
T: 08 8959 5411 or T: 08 8959 5390

**Yangan.garr** at Katherine Rural campus
Indigenous Academic Support is located at the Katherine campus in the Library building.
T: 08 8973 8348 or 08 8973 8311 (Katherine Town campus)

**Tennant Creek Training Centre**
Indigenous Academic Support is located at the Tennant Creek campus. Enquire at Reception.
T: 08 8962 0704

**Yirrkala Education Support Centre**
Indigenous Academic Support is now located at the Yirrkala (Gove). T: 08 8986 8608

**Regional and external students**
Students living in the northern region of the NT or in other Australian states should contact the Gurinbey staff at Casuarina campus.
Students living in the southern region of the NT should contact the Akaltye staff at Alice Springs campus.
To subscribe to the Indigenous Academic Support newsletter, please email oiasreception@cdu.edu.au and receive our monthly newsletter via email.

**General enquiries**
Office of Indigenous Academic Support
Orange 2, Level 3, Casuarina campus
Darwin NT 0909
T: 08 8946 6485
F: 08 8946 6064
E: oiasreception@cdu.edu.au
W: cdu.edu.au/oias

**Photocopying and printing**
Uniprint Express is a self-service printing and photocopying system that provides black/white and colour capabilities at all central locations for student use. Each student is given a personal account as well as a “Print Start” account, which is linked to your CDU Student ID card.

**Print Start account quota**
“Print Start” is a free, university-funded entitlement given to each enrolled student twice yearly in February and July. The current CDU policy provides all full-time and part-time students with $10.00 of printing credit per period, this being Period A: 1 February to 30 June and Period B: 1 July to 31 January. Any unused funds will automatically be erased if the credit has not been used within the current period.

**Personal printing account**
Every student may purchase additional credits via recharging units (coins only accepted) or EFTPOS terminals in the libraries of the Casuarina and Palmerston campuses. The credits can only be purchased for student’s personal printing account. Casual copy cards are also available from the Casuarina and Palmerston libraries for people not currently enrolled as a student via the recharge machines.

Uniprint Express is available in Casuarina Library, Palmerston Library, Casuarina Computing Labs Orange Building, I.3, with Pop-up printers available at all other locations these being: Palmerston Computing Lab PA.1, Palmerston Computing Lab PB.1, Palmerston Computing Lab PC.2 and EHS and IT Computing Labs.

Further information on the Uniprint Express system can be found online W: cdu.edu.au/uniprintexpress.
Student Travel Entitlements
The Department of Education, Employment and Workplace Relations (DEEWR) provides assistance for eligible Australian Aboriginal and Torres Strait Islander students to participate in the necessary academic components of an approved course, where that course requires students to travel from their permanent home or study location to undertake their studies.

Students must be studying an accredited tertiary education course through a combination of distance education and ‘residential’ periods of intensive face-to-face teaching or ‘mixed-mode’. (E.g. ACIKE Workshop Mode)

To be eligible for travel assistance, students will need to be enrolled in a ‘Workshop Mode’ course of study and units that have been approved by Centrelink for one or more of the ABSTUDY benefits. You do not have to be eligible for the ABSTUDY living allowance to be eligible for travel assistance.

Eligibility
An eligible student is:

- Australian Indigenous – (Aboriginal or Torres Strait Islander or a combination of both)
- Enrolled in and studying an approved ‘mixed-mode’ course identified from the CDU list of courses shown on the AFB Funding Program http://www.cdu.edu.au/indigenousleadership/awayfrombase.html
- The approved course delivery must consist of a combination of workshop (face-to-face delivery) and the balance of studies completed by the student externally (i.e. at home, in community).
- Successful application, through the submission of the Centrelink, ‘Claim for ABSTUDY Allowances and Part-time Award’ form per each mixed-mode’ course enrolment undertaken in any given year.

IMPORTANT ADVICE: This is a non means tested application and does not affect individual Living Allowance claims. It is however, an essential DEEWR requirement for student AFB funding eligibility.

ABSTUDY Forms

Travel to Workshops
Travel to and from workshops at Batchelor Institute campuses in Batchelor or Alice Springs (DPC) are arranged by Student Travel staff in Batchelor. Enrolled students need to contact Centrelink and provide them with a completed ABSTUDY form and the CDU Enrolment and Fees advice. Students cannot be transported to workshops unless they are approved for one or more ABSTUDY benefits. (see Eligibility)

Eligible students who require travel to and from these workshops will be contacted by Student Travel staff one week before, to advise travel plans. They may contact you by telephone, fax or email depending on the contact details you have provided.

For more information, please contact:
Freecall: 1800 677 095

Students are required to confirm or cancel travel arrangements before the workshop commences. Workshop dates are available on the ACIKE website at www.acike.edu.au/timetables

IMPORTANT ADVICE: Students who have to travel to and from workshops must ensure they have enrolled early to ensure their travel can be processed.

Cancellation of your Travel
It is important students follow the travel arrangements or costs may be incurred. It is necessary for you to let the travel office know beforehand, if you cannot travel on the date booked, as costs may be charged back to you. Students are expected to remain for the duration of any workshop. If an emergency arises, please advise your lecturer who will assist you. If you miss your travel, costs may be recovered from you unless it was beyond your control. The travel staff may be able to change the booking for you if you get in touch early enough.

Children
Childcare facilities, fares, meals and accommodation are not provided for children. We do not encourage students to bring children to residential workshops as we are unable to provide day care or accommodation.
Other information

Accommodation

North Flinders International House (NFIH)
Located on the Casuarina campus, NFIH provides single student accommodation with all rooms air-conditioned and fully furnished, including a desk and small refrigerator. For full details about application, fees and costs, contact NFIH.

North Flinders International House
T: 08 8946 6591
F: 08 8946 6686
E: accommodation@cdu.edu.au
W: cdu.edu.au/nfih

Batchelor
The Batchelor campus has four types of shared accommodation:
• dormitory: single and double rooms
• duplex: two x three bedroom units
• triplex: three x two bedroom units
• a disability block
For details contact the Residential Supervisors
T: 08 8939 7237
E: www.batchelor.edu.au/studying/student-accommodation

Desert People Centre
The campus has two types of shared accommodation:
• dormitory: five beds per room; and
• duplex: two beds per room.
For details contact the Residential Supervisors
T: 08 8951 8379 or 008 8951 8325
M: 0437 003 637 weekends
E: www.desertpeoplecentre.edu.au/studying/student-accommodation

Banking facilities
An automatic teller machine is located on the wall between the bookshop and the basketball courts on the Casuarina campus. This will accept most cards. The Post Office on the Casuarina campus is also an agent for the Commonwealth Bank.

Bicycles
CDU welcomes cyclists on campus. If you use a bicycle you should be aware of the university’s policy for safe bicycle usage on campus. Importantly, you should be aware of speed limits and the need to park bicycles in designated bike racks. More information regarding bicycles on campus can be found at W: cdu.edu.au/fas/security/html#bike.

Bookshop
The University Bookshop is located on the ground floor of building Red 1, Casuarina campus. It stocks text books, general and reference books, stationery, technical equipment, and CDU souvenirs. The bookshop provides a fast mail-order service for external students and has extended hours at the beginning of each semester.
Normal opening hours: 8.30am – 4pm Monday to Friday and 8.30am – 6pm Wednesday
Casuarina campus – building Red 1.
T: 08 8946 6497
F: 08 8946 6656
E: bookshop@cdu.edu.au
W: cdu.edu.au/bookshop

Bus travel (concession fare for students)
Concession fares are available to students presenting a valid full-time or part-time student identification card issued by an Australian education institution. Students from international universities are not eligible for a discounted fare. Please present your student ID card to the bus driver to receive your concession.

Careers and employment
The Careers and Employment team can assist current CDU students and graduates with:
• career counselling
• career development programs
• job search
• written job applications
• preparing for job interviews
• career planning and management.
Contact the Careers and Employment team at Equity Services, building Blue 1.1.21-34; T: 08 8946 6288.

Cashier
The university cashier is located within the Information Centre at Casuarina, Palmerston and Alice Springs campuses. This is where you pay your fees and any other monies you owe to the university. Cashier hours operate in line with the Information Centre. The hours are:

Casuarina campus
8.30am – 4pm Mon, Tue, Thurs
8.30am – 6pm Wed
8.30am – 3pm Fri

Alice Springs campus
8.30am – 4pm Mon – Fri

Palmerston campus
8.30am - 3.30pm Mon - Fri
Casuarina campus – building Orange 1
T: 08 8946 7191
F: 08 8946 6544
E: cashiers@cdu.edu.au
Centrelink
If you are a new student and are also a Centrelink client, you need to advise Centrelink of your enrolment.
If you are a continuing student and your enrolment status has changed, you also need to advise Centrelink.

For further information students should contact Centrelink: ABSTUDY T: 132317 or for Austudy T: 132490, or visit W: centrelink.gov.au.

Childcare
The CDU Child Care Centre is located on Casuarina campus, at building Green 3. Hours of operation: 7:30am – 6pm Monday – Friday. For information about availability of places and fees T: 08 8946 6913.

Many other childcare facilities are available around Darwin. Contact the Information Centre for more information or refer to the Yellow Pages.

 ACIKE does not recommend students bring children to residential workshops as we are unable to provide day care or accommodation. Childcare is the students’ responsibility.

Charles Darwin University Sport and Fitness Unlimited
Located in the New Sports Precinct Building Green 4, Casuarina campus, is a modern, air-conditioned gymnasium, run by the CDU Sport Association. We boast the cheapest student membership prices in Darwin with a great variety of fun and exciting group fitness classes and all the equipment you’ll ever need. Gym hours: 6am – 9pm seven days T: 08 8946 6971 or E: gym@cdu.edu.au W: cdu.edu.au/sport.

CDU Sport runs a number of social sporting activities on campus, ranging from barefoot soccer, sunset volleyball and touch football. Join our Facebook Group CDU Sport to be kept up to date.

The Sports Association has 21 affiliated sporting clubs, which all students are encouraged to join.

CDU Sport also looks after the CDU Australian University Games team. This is the highlight of most students’ university year with up to 7000 students competing from around Australia. Gain more information on this exciting event T: 08 8946 6043 or visit W: unigames.com.au.

Hairdressing and beauty therapy
Hairdressing and beauty therapy are located at the Palmerston campus. Students can book to have their hair cut, styled or coloured or a beauty therapy treatment at very reasonable prices. T: 08 8946 7943 for appointments. There is also a hairdressing training school as part of our Alice Springs campus. T: 08 8959 5225 for bookings.

Legal advice
Darwin Community Legal Service provides free legal advice. T: 1800 812 953 or (08) 8982 1111 or visit W: dcls.org.au/index.html.

Library
For information and contact details see page 24.

Open Universities Australia
Undergraduate students at CDU have an option of extending their study choices from a list of more than 200 units that are part of the Open Universities Australia program. If you would like to take advantage of this opportunity:

• investigate CDU’s offerings on the web, or
• contact your Academic Liaison Unit to explore your options.

CDU does not offer any units through OUA for students enrolled in postgraduate courses or enabling courses.

Parking
All motorbike parking is free.

Parking permits
Parking permits can be obtained at the cashier’s office, building Orange 1, Casuarina campus or building A Palmerston campus. The cost of a parking permit is $55 a semester or $110 a year.

Pay and display parking - Casuarina and Palmerston campuses
In each pay and display voucher parking area there is a machine that requires you to insert the relevant coins before a voucher will be issued. The cost of voucher parking is 50c an hour, $1 for three hours, and $1.50 a day. Pay and display vouchers are required between the hours of 7am and 7pm Monday to Friday and must be displayed clearly on the dashboard of the vehicle. Failure to do so will incur a fine.

Parking fines
Fines will be issued for parking in the wrong spot or for parking in a spot for too long. Parking fines must be paid at the cashier at either Casuarina, Palmerston or Alice Springs campuses, or alternatively by posting your payment to: The cashier, Charles Darwin University, Darwin NT 0909.

Security on campus
Students should be careful if walking around campus at night. Keep to well-lit areas and try not to walk alone. If you are concerned about your personal safety, talk to a student facilitator at Student and Equity. Be sure to report any incidents or suspicious activity to security. You can also call Security to arrange to be accompanied to your vehicle on campus after dark. Phone ahead to make these arrangements some time before you are ready to leave T: 08 8946 7777 or Freecall: 1800 646 501 for Casuarina campus and T: 08 8946 7888 for Palmerston campus.

Make sure you carry your student card with you at all times as you may be asked to provide identification while on campus. This is particularly relevant when using the computer laboratories as you may be asked to provide identification to a security guard. Do not allow your student card to be used by other students or friends to access university facilities. Students using such facilities without their student card will be asked to leave and you could be charged under the Student Conduct By-Laws for misuse of your student card.
**Glossary**

**Census dates**
The Census date for a unit of study is the final date for each semester by which you must:
- withdraw from a unit you are enrolled in that semester
- withdraw from the course you are enrolled in for that semester
- submit forms to request intermission (also known as leave of absence)
- complete making payment of your fees.

**Commonwealth Assistance Notice (CAN)**
Notice that contains information about your enrolment and usage of Commonwealth assistance.

**Commonwealth-supported students**
These are students who are eligible for a Commonwealth-supported place, eg their course is funded by the Commonwealth and they are enrolled in a unit of study that is Commonwealth-supported. This includes students who pay their HECS-HELP up-front or those seeking to defer their fees to tax and those who are receiving a Commonwealth Learning Scholarship.

**Commonwealth Higher Education Student Support Number (CHESSN)**
A unique number allocated to you for Commonwealth higher education assistance (as Commonwealth-supported students and/or through HELP loans). This number stays with you throughout your studies.

**Commonwealth-supported place (CSP)**
A place in a course to which the Australian Government contributes towards the cost of tuition and where students contribute via HECS-HELP towards the cost of the course. This was formerly called HECS.

**Cross-institutional student**
See page 10

**DEEWR**
Commonwealth Department of Education, Employment and Workplace Relations.

**Domestic student**
A student who is an Australian citizen, a New Zealand citizen, or a permanent resident of Australia.

**EFTSL**
Equivalent Full-Time Student Load. 1 EFTSL = 80 credit points.

**HESA**
Higher Education Support Act 2003. An Act relating to the funding of higher education, and for other purposes.

**Higher Education Loan Program (HELP)**
An interest-free loan program available to Australian citizens or the holders of Australian permanent humanitarian visas to enable them to pay their student contributions or tuition fees. Loans are re-paid later through the taxation system once income has reached a certain level. There are two types of HELP loans – FEE-HELP and HECS-HELP.

**FEE-HELP** - to assist eligible non-Commonwealth supported students pay their tuition fees.

**HECS-HELP** - to assist eligible Commonwealth-supported students pay their student contributions.

Discounts to eligible students are available for up front payments. Holders of other permanent visa and New Zealand citizens may have access to a Commonwealth-supported place, but are not able to access HECS-HELP and must pay their student contribution up front.

**Miscellaneous students**
Students wishing to undertake individual units that do not lead to an award.

**SATAC**
South Australian Tertiary Admission Centre.

**Semesters**
Teaching periods for Higher Education.
Semester 1, Semester 2 and Semester 3, Summer Semester.

**Student contribution**
The amount that Commonwealth-supported students must pay towards their course costs.

**Student Learning Entitlement (SLE)**
All eligible Australian and New Zealand citizens and Australian permanent residents receive an SLE of seven years equivalent full-time study as a Commonwealth-supported student.

**Study periods**
Teaching periods usually associated with OUA units SP1, SP2, SP3, SP4.
Alice Springs campus

Information Shop Building 1
Finance & Asset Services Building 1
Community & Access Building 1
Business Studies Building 1 Level 2
IT Studies Building 1 Level 2
Clinical Lab Building 1 Level 2
Akadyce Centre Building 2
Childcare Building 2
IASS Building 2
Business Studies Building 2 Level 2
Hairdressing Building 3
Arts Building 3
Library Building 4
Resource Centre Building 4
Facilities Management Building 4
Coffe Shop Building 5
Desert Lawem Building 6
Tourism & Hospitality Building 6
Electrotechnology Building 7
ITMS Building 7
Construction Studies Building 8
Trades Office Building 8
Facilities Building 9
Welding Studies Building 10
Diesel Automotive Building 11
Automotive Studies Building 12
Multimedia / Music Studies Building 12
Higher Education Building Building 15
Health Sciences & LLNP Building 15 Level 2
Science & Primary Industries Building 15 Level 2
Desert Knowledge Building 15 Level 2
Lecture Theatre Building 15 Level 1 & 2
VET Community Services & Health Training Room Building 16
Student Accommodation Building 17
Student Accommodation Building 18
Desert Peoples Centre (DPC) Alice Springs campus

Legend

Service buildings
S1.1...Irrarnte cafe
S1.2...Function room
S1.3...Student Services
S2.1...Reception
S2.2...ICT

Knowledge buildings
K1...FEASS offices
K2...Seminar rooms 1-5
K3.1...Conference room

Well-being buildings
W1...FHBS offices
W2.1...Science laboratory
W2.2...Food and nutrition
W3.1...Model clinic
W3.2...Seminar room

Student Services
Reception
F1.1
F1.2
I1.1 ICT
I1.2
K1
K2
K3.1
W1
W2.1
W2.2
W3.1
W3.2

to CAT

to Stuart Highway

to CSIRO, DIA