

My Life at La Trobe

latrobe.edu.au/international

Australia



LA TROBE
UNIVERSITY • AUSTRALIA

Vice-Chancellor's message

Welcome to La Trobe University. I thank you for choosing La Trobe, and am confident that you will leave the University with a world-class education as well as friendships and memories that will stay with you for the rest of your life.

La Trobe is an internationally recognised university. We're ranked among the top 400 universities in the world according to the three most prestigious international rankings: the Academic Ranking of World Universities (ARWU), Times Higher Education and QS World University Rankings. And we're a university that is both local and global in reach – our 180,000 alumni are based in more than 100 countries around the world, and we're also one of the largest providers of higher education in regional Victoria.

While our international profile and success mean that La Trobe offers you a great modern education, we know that it's important to help you on your way to a successful career. Our Career Ready program will give you a competitive edge when you finish your studies and embark on a career by providing an environment that gives you the opportunity to develop the skills that are needed to succeed in today's world of work.

Career Ready will help you build the personal attributes and technical skills that you need to be successful.

We also offer a range of programs and opportunities for you to connect with other students and engage in leadership, mentoring, volunteering, sports activities, clubs and societies at all of our campuses. The pages that follow contain information about living in Australia, getting ready to study, accommodation, health and wellbeing, and ways that you can get involved in University life. I encourage you to be involved as much as you can, as these opportunities will make your study experience more fulfilling and rewarding, as well as improving your employability once you graduate.

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

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



Professor John Dewar
Vice-Chancellor and President

Meet the Vice-Chancellor:
latrobe.edu.au/vice-chancellor

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Welcome to La Trobe,
a university with a proud history
in both teaching and research.



Welcome to La Trobe

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

Whether you're studying in downtown Melbourne or Sydney, at our large and beautiful campus in Melbourne's north, or in one of our unique regional centres, you've chosen a university of excellence and a destination of adventure.

Melbourne in particular has been rated as the world's most liveable city seven years in a row by the *Economist* Global Liveability Ranking, and continues to excite residents and visitors with its festivals and events.

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



We were ranked within the

top 56

in the 2017 Times Higher Education Young Universities Rankings. This makes us one of the world's best young universities.

We've invested more than

A\$500 million

into world-class centres for learning and research, including the La Trobe Institute for Molecular Science (LIMS) and the Centre for AgriBioscience (AgriBio).

We're ranked in the world's

top 400

universities by all three major ranking agencies: QS World University Rankings 2018, Times Higher Education (THE) World University Rankings 2018 and the Academic Ranking of World Universities (ARWU) 2017.

In 2017 we celebrated our

50th anniversary.

Our campuses

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



Modes of transport to campuses*

	Bus	Tram	Train	Cycle	Car
Melbourne (Bundoora)					
Melbourne CBD (City Campus)					
Sydney					
Bendigo					
Albury-Wodonga					
Mildura					
Shepparton					

Average temperatures

	Feb	Jul	Nov
Melbourne**	15 – 27 °C	7 – 14 °C	10 – 21 °C
Melbourne CBD (City Campus)	17 – 26 °C	8 – 14 °C	12 – 21 °C
Sydney	19 – 27 °C	10 – 18 °C	17 – 26 °C
Bendigo	16 – 30 °C	5 – 13 °C	9 – 24 °C
Albury-Wodonga	17 – 31 °C	6 – 13 °C	11 – 25 °C
Mildura	18 – 33 °C	6 – 16 °C	12 – 28 °C
Shepparton	16 – 30 °C	6 – 13 °C	10 – 25 °C

*Modes of transport listed refer to travel within that city only.

** Melbourne weather data collected at the La Trobe Bundoora weather station. Australian Bureau of Meteorology, 2016.

Melbourne Campus

Nestled among beautiful parkland and waterways, La Trobe's Melbourne Campus is one of the largest metropolitan campuses in Australia. Set in Melbourne's north, just 14 kilometres from the city centre, students from over 100 countries choose to study here to take advantage of world-class facilities and resources.

These include our state-of-the-art science laboratories, media studios, multi-level library, huge Wildlife Sanctuary and more. Within the Melbourne Campus is a vibrant community bustling with cafes, restaurants, banks, and our very own post office.

301 shuttle bus

Getting to and from Melbourne Campus is now quicker and easier, with the 301 shuttle bus running between the University and Reservoir station every 10 minutes.

From Melbourne (Bundoora) Campus

Destination	Distance (km)	Distance (mi)
Macleod Railway Station	1.3	0.8
Heidelberg Railway Station	4.6	2.85
Reservoir Railway Station	3.8	2.35
Bundoora Park	1.3	0.8
CBD	14.0	8.7
Melbourne Airport	18.4	11.4
Northland Shopping Centre	2.8	1.7



Studying in Melbourne

If you want to study in a vibrant, cosmopolitan city, then Melbourne is the place to be. Melbourne residents speak more than 100 languages, and the city was ranked the fifth best for students in the world in 2017 (according to the 2017 QS Best Student Cities Ranking). Whether you're looking for a bustling city scene or a quiet suburban feel, Melbourne has a perfect mix of both.



Over 5 000 students / 3 km to Bendigo city centre

Bendigo Campus

Our Bendigo Campus is an integral part of one of Victoria's fastest-growing regional cities and is undergoing a A\$50 million upgrade to offer world-class library, technology and engineering facilities. The Campus offers a wide range of study disciplines, including dentistry and health sciences. The clinical teaching building is in the centre of the city's new hospital precinct, while the main campus is just three kilometres from the heart of the city.



Over 800 students / 3 km to Wodonga city centre

Albury-Wodonga Campus

Albury-Wodonga is Australia's largest inland regional centre, combining a rich cultural history with amazing natural landmarks. Our Albury-Wodonga Campus is just three kilometres from Wodonga city and 12 kilometres from Albury city and boasts an award-winning library, laboratories, international-standard soccer pitch, cafes and student accommodation. The Campus is also home to the John Richards Initiative (researching ageing and aged care in regional communities) and part of the Murray-Darling Freshwater Research Centre.



Over 500 students / Intimate campus setting

Mildura Campus

Our Mildura Campus is strongly connected to the surrounding community and offers students a more personalised and intimate study experience. Students enjoy opportunities both on campus and in the community through our strategic partnerships and a number of Work Integrated Learning (WIL) opportunities.



Over 700 students / Brand new building and facilities

Shepparton Campus

A lively city about 180 kilometres from Melbourne, Shepparton has a lot to offer. Our Shepparton Campus is positioned within the city centre and is equipped with excellent teaching, study and communal meeting spaces – including a clinical learning unit with advanced teaching technologies. An ever-increasing range of study options are available to students, including courses in business, health science and education.



Over 800 students / CBD Location

Sydney Campus

Our Sydney Campus is located in the heart of the international business community, close to public transport as well as work and internship opportunities. A world-famous city and home to Australian icons like the Opera House and the Sydney Harbour Bridge, Sydney is an exceptional place to study.



Over 700 students / CBD Location

City Campus

Positioned in the heart of Melbourne, our City Campus combines study with all the excitement and culture that Melbourne has to offer. A suite of Master's programs is offered at the City Campus, and students benefit from an intimate, service-focused experience along with modern facilities and resources.

Preparing for study

Throughout your studies, you're always welcome at La Trobe International (LTI) for advice and support.

International Student Services Coordinators are available on all campuses to meet you one-on-one to provide important information on getting the most out of your studies (see page 64).

Visit our office or contact us:

T 03 9479 1199 or after hours on 1800 758 360

You can also find us on Facebook – search for 'La Trobe International Student Connect Group'.



Know your College

All students at La Trobe will be studying in one of two Colleges. Whether you're an undergraduate or postgraduate student, doing coursework or research, you'll belong to one of these Colleges and schools:

College of Arts, Social Sciences and Commerce (ASSC)

- School of Humanities and Social Sciences
- School of Education
- La Trobe Business School
- La Trobe Law School.

latrobe.edu.au/assc

College of Science, Health and Engineering (SHE)

- School of Allied Health
- School of Cancer Medicine
- School of Engineering and Mathematical Sciences
- School of Life Sciences
- School of Molecular Sciences
- School of Nursing and Midwifery
- School of Psychology and Public Health
- La Trobe Rural Health School.

latrobe.edu.au/she



Enrolment

Enrolment is when you formally register for your course and choose your subjects. It's an important part of the Orientation program for international students.

It's essential you attend your enrolment session, where you will be enrolled into individual subjects. In preparation, please review your course structure and subjects at: latrobe.edu.au/handbook

The enrolment process includes an information session followed by discussions with course advisers about subject selection, and enrolment into these subjects. You'll be given direction on how to obtain your La Trobe student identification (ID) card after the enrolment process.

Details on the time and venue for your enrolment session are available online at: latrobe.edu.au/students/new-students/orientation



Studying at our Sydney Campus?

Your Orientation schedule will be emailed to you prior to enrolment.



Getting started

Steps to enrolment in your course

1

Check in

Your first stop is to meet our friendly staff at check-in. This is where we check your course and visa details, activate your student account and provide you with information about next steps.

2

Course advice

Meet a course adviser from your College to check your subjects (including electives), and ask questions.

3

Enrolment

Get hands-on assistance to enrol in your subjects using StudentOnLine (60 credit points is a full-time course load).

4

Student ID card

Create your ID card at the enrolment lab or order online by uploading a photo. You will receive an email to collect the card from ASK La Trobe. This may take a few days.

5

Create your personal study timetable

Choose the times for your classes, lectures, labs and tutorials. Need assistance? See the staff in the enrolment labs or ASK La Trobe.

6

Attend Orientation

Complete the Orientation Planner to select the sessions you will attend during O-Week. Note that some sessions are compulsory for international students.

7

Start classes

Get a head start at Uni by completing the Ready4Uni and Achieve@Uni modules online. Visit a Peer Learning Adviser. Catch up on LMS. Take an ICT or Library Master Class and more!



Step 1: Check in

As a new student you need to check in with La Trobe International (LTI). This needs to be done before you enrol in your subjects. To check in please bring your passport (or other photo ID), a copy of your Confirmation of Enrolment (CoE) and Letter of Offer. If you have outstanding documents to provide or payments to make you will be advised at check-in. Your fees need to be paid in full to activate your account.

A staff member will guide you through activating your student account and student email address, and next steps.

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

Checked in by: _____

Date: _____

Stamp: _____

Step 2: Course advice

Each course has a handbook online that details the subjects that are compulsory each semester, if there are pre-requisites, and which subjects are electives. It's a good idea to have a look at your course outline before you attend an enrolment session so you have a sense of your course structure.

Most subjects are 15 credit points and a **full-time study load is usually 60 credit points per semester** (i.e. 4 subjects).

It is a condition of your international student visa that you undertake a full-time study load unless you have a valid reason that is approved by your College and La Trobe International.

How to find subject information for your course

1. Go to latrobe.edu.au/handbook
2. Type in the name of your course in the search engine
3. Click on the link that matches your course name and also states '**handbook**' and the correct year.



Need Advice?

If you need advice about your subjects and want to talk to a course adviser, staff from the College will be available at your enrolment session.

The screenshot shows the top navigation bar of the La Trobe University website with links for HOME, STUDENTS, STAFF, and RESEARCHERS. Below this is a red banner for the 'University Handbook 2018'. A 'MENU' button is on the left. The breadcrumb trail reads 'Home > Handbook > Handbook search'. The main heading is 'Handbook search' in red. Underneath is a section titled 'FIND A COURSE' with a search input field containing the placeholder text 'keyword' and a red 'Search' button. Below the search bar is a section titled 'Search Results'.

[HOME](#)
[STUDENTS](#)
[STAFF](#)
[RESEARCHERS](#)

[Home](#) > [Handbook > 2018 > Postgraduate > College of Arts, Social Sciences and Commerce > Business and economics > > Master of Financial Analysis](#)

University Handbook 2018

Master of Financial Analysis

Course code/s: LMFAN – Melbourne

Course details	
Location	Bundoora
Course Coordinator	Dr Michael Li
Course Code	LMFAN

Scroll down the page and look for 'Course Structure'

Most subjects are hot linked meaning you can click further on the subject code and find out who the subject coordinator is, and how many hours you are expected to attend each week.

Course Requirements

- The course requires sixteen, 15 credit point subjects completed in 1.5 years of full-time study for cognate students or 2 years for non-cognate students.
- The course can be commenced in semester 1, semester 2 or the summer semester.
- Subjects denoted with an * are foundation subjects. If a student wishes to commence the course in the Summer semester, they must complete the full two years of the course with no Advanced Standing (credit) for the four foundation subjects.
- The course structure is built on three modules of study. The three modules are: foundation module, core module and elective module.
- LTUQAIM** is a not-for-credit subject that you are required to complete at the commencement of your first semester. The subject is designed to enhance your knowledge and awareness of issues concerning academic integrity.

Course Structure

First year				
Semester 1	BUS5SMM Sustainable Management and Marketing *	BUS5IAF Introduction to Accounting and Finance *	BUS5POE Principles of Economics*	BUS5SBF Statistics for Business and Finance*


Click on the – or + buttons to see your subject options.

BUS5SMM

Sustainable Management and Marketing *

Click on the – or + buttons to expand the selection and learn more about the different aspects of your subject.

'Subject options' will show you which campus the subject is taught at, the semester or weeks that the subject runs, how many classes are involved, and assessment details.



La Trobe Students | Staff | Alumni | Library | Contacts

Q

Starting at La Trobe | Student admin | Your course | Study resources | Help & Support | Careers & Opportunities | International

SUBJECT SEARCH

Past Year Subject Details

SUSTAINABLE MANAGEMENT & MARKETING


BUS5SMM | 2018 | Credit points: 15

Subject outline

This subject provides an introduction to key dimensions of management and marketing in diverse organisational contexts. Informed by the need for sustainable value creation in contemporary organisations, the subject explores how external and internal environments influence management and marketing behaviour and practice. Students engage with these issues by considering and analysing real world examples, informed by theoretical and analytic frameworks.

School	La Trobe Business School
Credit points	15
Subject Co-ordinator	Quan Nguyen
Available to Study Abroad Students	Yes
Subject wear level	Year Level 5, + Masters

You can also find subject details through 'subject search':
latrobe.edu.au/students/subjects



La Trobe Students | Staff | Alumni | Library | Contacts

Q

Starting at La Trobe | Student admin | Your course | Study resources | Help & Support | Careers & Opportunities | International

YOUR COURSE

Subject search

Browse all 2018 subjects

Browse all 2017 subjects

Browse all 2016 subjects

Browse all 2015 subjects

Browse all 2014 subjects

Pre 2014 subjects

Subject search

Search current subjects | Search past subjects

Keyword

Show only subjects...

☐ With keyword in subject title

☐ Without pre-requisites (may be used as electives)

☐ For study abroad students

☐ For exchange students

Credit points...

☐ 15 points

☐ 30 points

☐ Other

Filter by...

Discipline Area - Enter discipline area

18

La Trobe University

Step 3: Enrolment

You are able to enrol in your subjects as soon as you have checked in. We recommend you speak to College staff at the enrolment session so you can fully understand your course outline, core subjects, electives and other options such as Summer and Winter semesters.

If you have forgotten your password and you need to reset it, for the first password reset you will need to contact the IT Help Desk in the library. After that you can do it yourself online.

You can find your student ID number on your Letter of Offer, on your Statement of Account (SoA), and on your student ID card.



The census date for each subject is set when one third of the subject has been delivered, and is the last date for students to withdraw and not incur fees for the subject.

latrobe.edu.au/calendar/all-students/census-dates

It is a condition of your international student visa that you enrol in a full-time study load, or, complete your course within your CoE timeframe. A full-time coursework study load is usually 60 credit points per semester.

LA TROBE UNIVERSITY

La Trobe Students Staff Alumni Library Contacts

Starting at La Trobe Student admin Your course Study resources Help & Support Careers & Opportunities International

Students > Student admin > Costs, fees & scholarships > StudentOnLine

StudentOnLine

LOGIN TO STUDENTONLINE

Please remember to update your emergency contact details in StudentOnLine.

Related links

- Handbook



Step 4: Student ID Card

Your student ID card is used in the library, for printing and photocopying, for building access, and as ID during exams. You can order your student ID card online by following these steps. Make sure you have a photo ready to use.

Ordering your Student ID card

1. Go to latrobe.edu.au/students/admin/card
2. Click on 'Order your Student ID Card'
3. Type in your student ID and password
4. Follow the prompts to upload a photo

Your card will be ready to collect from the library, ASK La Trobe Help Zone, or Concierge at the City Campus.

Note for students with a disability

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

You can also refer to the Equity and Diversity section on page 36. For further information, visit: latrobe.edu.au/students/support/wellbeing

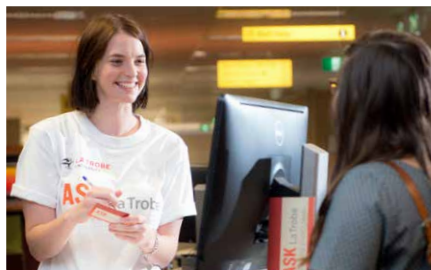
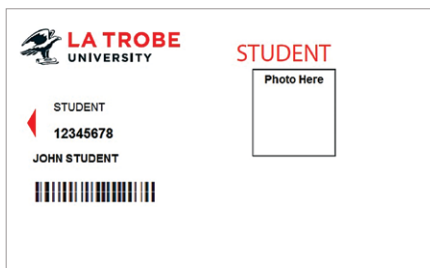


Studying at our Sydney Campus?

Please see Reception to order your card.



Information about Orientation is sent in an email broadcast to all new international students. You can also search on the website for further details and the online planner:
latrobe.edu.au/students/new-students/orientation



Make life easy with the MyLaTrobe app:

The MyLaTrobe app has been designed to help you navigate being a La Trobe student easily. Make life easy for yourself and download the MyLaTrobe app now!

Find more information on:
latrobe.edu.au/students/study-resources/study-tools/mylatrobe-app

Step 5:

Create your personal study timetable

To create your personal study timetable and find out when and where your classes will take place, log into Allocate Plus. You will be able to create your timetable up to one hour after enrolment.

1. From the front page of the La Trobe website (latrobe.edu.au), click on the 'La Trobe Students' tab at the top
2. On the top hand page click 'Study Resources'
3. On the right hand page click 'Study Tools'
4. Click 'Allocate Plus' from the left hand
5. Click 'View Timetables'
6. Choose 'Student Login'
7. Enter in your 'student ID and password'

For timetable help during check-in and Orientation, see staff in the enrolment lab. After this time see staff at ASK La Trobe for assistance.

Other subjects

Academic Integrity Module (AIM)

The academic integrity module is a compulsory non-credit-bearing subject for all commencing students. It must be completed within your first semester of study. It can be undertaken at any time, and carries a pass or fail on your transcript. The AIM will teach you about La Trobe's values and its academic integrity standards so you are informed about how to avoid plagiarism and academic misconduct.

latrobe.edu.au/students/admin/academic-integrity/academic-integrity-module

Wominjeka Module

If you are a commencing undergraduate student you will also be required to complete the compulsory Wominjeka module online. Wominjeka aims to equip every new undergraduate student with basic understanding of Australian Indigenous history, culture and customs. The one-hour online module explains the key concepts of 'Welcome to Country', Acknowledgement of Country and the diversity of Indigenous groups. It will also cover major historical events from pre-contact to present day.

As with the AIM, it can be done at any time in your first semester, and does not have any credit other than a pass or fail.



Need help with your timetable?

See staff in the enrolment labs or seek assistance from ASK La Trobe.

Event	24/7 (Mon)	25/7 (Tue)	26/7 (Wed)	27/7 (Thu)	28/7 (Fri)	29/7 (Sat)
7:00 AM						
8:00 AM						
9:00 AM						
10:00 AM		FINPMA_BU_2_D FINANCIAL MANAGEMENT LT01 AT-1 12/Agora Cinema Angela Liu				
11:00 AM						
12:00 PM						
1:00 PM						

A sample full-time timetable might look like this.

Step 6: Attend Orientation

Every semester La Trobe organises a welcome to campus for all new commencing students. Whether you have studied at university before, been to Australia before, or lived away from home before, there is something for everyone at Orientation.

Orientation usually runs for 4-5 days before the first week of semester commences, and includes a range of information and active sessions covering access to the library and learning systems, meeting your course coordinators and other staff and students, learning about support services (counselling, equity and diversity, wellbeing), as well as fun activities, free food, games and music.

As an international student, there are some compulsory sessions you need to attend to understand your visa conditions, health insurance and other important information. These sessions are usually held on the first day of Orientation at all campuses.

To build your own Orientation program according to your needs, register the sessions you would like to attend via the online orientation planner.

1. Go to latrobe.edu.au, search '**Orientation Planner**' in the search engine top right.
2. Depending on how you rate your readiness for university, different sessions will be suggested for you.
3. As an international student you will automatically be registered for the 'Need to Know' session, the 'Keeping Yourself Safe' session, and the 'Health' session. These are compulsory for you to attend as part of your student visa.
4. Make sure you choose your campus of study in the planner to be allocated to sessions being held at your campus.

Other sessions on offer during Orientation will be a mixture of:

- library tours and starter classes
- Career Centre drop-in advisory sessions
- course advisory, welcome and introduction sessions
- campus tours
- ICT Master Classes
- sports carnival
- Clubs and Societies expo
- student panels
- mature-age student information session
- students with family (here with husband or wife and/or children) information session
- budgeting and finances
- Study Abroad and Exchange students session
- Sponsored Students information session
- wellbeing and safety
- finding on or off campus accommodation.

The International Office also offers a range of activities to help you find accommodation, make friends, and get to know your local surrounds and Melbourne. Tours may include:

- local markets and shopping centres
- city tours
- other places of interest.

Some tours are free and for others we charge a nominal fee to cover costs. Tours and activities change each semester according to the season.



If you're studying at our Sydney Campus, your Orientation program will be emailed to you prior to enrolment.

Step 7: Start classes

Now you have your study timetable, have attended Orientation and know your way around, you can look forward to classes starting. Uni is a very independent learning environment and attendance isn't usually monitored. You are expected to turn up and participate, know your schedule and when assignments are due. We also understand that starting uni in Australia can be overwhelming so there is lots of help on hand.

Your subject and course coordinator

Make sure you know who is the lead staff member for your course and/or subject. Use LMS to make contact for advice and support. It's important that you take the lead in your learning and feel comfortable to approach College staff if you have a question about your subject or assessment.

LMS – Learning Management System

The University uses an online teaching tool called the Learning Management System (LMS) for all subjects. Each of your subjects will have a presence on LMS where you will find a detailed subject guide and information on readings.

Your subject coordinator will also communicate with you via LMS and post messages related to your subject, upload quizzes, and provide information on assessments.

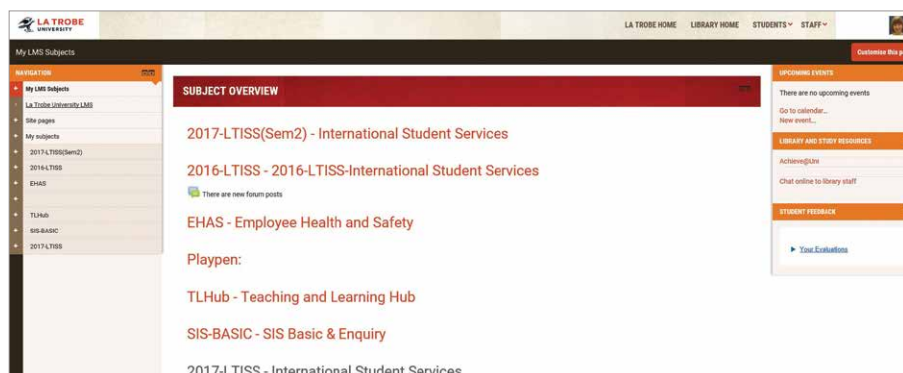


To access your LMS

1. Go to latrobe.edu.au
2. Click on 'La Trobe Students' tab at the top
3. Click on 'Study Resources' tab at the top
4. Click on 'LMS' on left hand side
5. Click 'Log In'
6. Type in your **student number** (12345678) and **password**.

Your LMS may look something like the image below.

Click on each subject within LMS to find your subject coordinator's name, contact details and availability for consultation, your reading guide for each week and other important subject information.



Become a successful learner

For support in developing your academic skills, view the learning resources on the Student Learning website: latrobe.edu.au/students/study-resources/learning

The 'Achieve@Uni' section of the website has some great modules and information to get ahead in your studies, and find answers to common study related queries: latrobe.edu.au/students/study-resources/learning/achieve



Prepare for university life and study by checking out the Ready4Uni website, where you'll find out about Orientation, campus services, and making the most of your first few weeks.

latrobe.edu.au/students/getting-started/orientation/ready4uni

Library

Pick up essential library skills that will save you time and stress when your first assignments are due. Book your guided tour and starter class via this link: latrobe.edu.au/library/help-and-training

Peer Learning Advisers

Peer Learning Advisers (PLAs) are experienced students who can help you get on top of your study. PLAs are very friendly and come from many disciplines, including health sciences, business and education. PLAs are located in all of the University's library locations. You can access this service by dropping into your campus's library. Find out more at this link: latrobe.edu.au/students/study-resources/learning/in-semester-study-support

University Calendar

The online academic calendar has all the key dates for your year ahead:

- dates of Orientation every semester
- start of Semester 1, 2 and 3, summer and winter semesters
- weeks are clearly labelled if your subject is taught in block mode
- university holidays and vacation periods
- exam periods
- census dates – the last date by which you can change your mind about a subject. After census date you are locked into fees

latrobe.edu.au/calendar/academic-calendar

The La Trobe University Academic year is divided into two main semesters with an additional summer semester. Some courses may have different commencement dates or non-standard teaching periods.

Non-standard teaching periods

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

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

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

Non-standard teaching periods appear in the form Week XX-YY, for example Week 08-21.

These indicate the whole weeks of the teaching period, which run from the first Monday to the last Sunday.

E.g. Week 08-21 has a teaching period that begins on the first day of the eighth whole week in 2018 (Monday 19 February) and finishes on the last day of the twenty-first whole week in 2018 (Sunday 27 May).

There are several public holidays during the year when the University is closed. These include the days between Christmas and New Year, Easter, ANZAC Day, Queen's Birthday, and the Grand Final holiday (Victoria only). Please check the calendar online for specific dates each year.

latrobe.edu.au/calendar/academic-calendar

Please note, the Sydney Campus has slightly different teaching periods – check online at latrobe.edu.au/sydney/apply/academic-calendar

Student IT systems explained

La Trobe username and password

You will receive a unique username and password, which will give you access to the University's internet system and a personal student account. Your student account includes various study tools such as the Learning Management System (LMS), student email, library, and StudentOnLine. Your university email address is your **IDnumber@students.latrobe.edu.au**.

You'll be able to activate your student account and create your password when you check in with LTI.



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

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

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

IT services and support

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

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

Student IT Support provides services for accessing key university systems. Support is provided for:

- StudentOnLine
- email
- wireless network
- student computer labs
- antivirus installation and configuration
- Turnitin
- Learning Management System (LMS).

IT information sessions, which include instructions on accessing La Trobe student accounts, are held during Orientation at all campuses.

IT support can also help you with any computer problems:

latrobe.edu.au/students/it

You can find answers to frequently asked questions (FAQs) about Student IT Support:

T 1300 52 87623

latrobe-current.custhelp.com

Virtual ICT Master Class

You can find information about all La Trobe IT systems at: latrobe.edu.au/students/it

Topics covered include:

- password reset
- eduroam wireless network
- account security
- student email
- IT help desk information
- backing up your OneDrive
- printing
- Allocate Plus, LMS, Turnitin.

Wi Fi Access

Access free wireless internet through the eduroam network by using your student ID:

1. Connect to **new to LTU** or **eduroam**
2. Log in using your student email address and password.

StudentOnLine

StudentOnLine is your virtual student profile. This is where you maintain your address and contact details, pay fees, see your current enrolment and more. To access StudentOnLine:

1. Go to **latrobe.edu.au**
2. Click on '**La Trobe Students**' at the top of the page
3. Click on '**Study Resources**' at the top of the page
4. Choose '**StudentOnLine**'
5. Click on Login to '**StudentOnLine**'
6. Click on '**La Trobe Student Login**'

From Student Online you can check your results, update your address details, check payments and debts, check your enrolment and more.

La Trobe student email

Your La Trobe email address is:

studentID@students.latrobe.edu.au

Access your student email account from the La Trobe webpage:

1. Go to **latrobe.edu.au**
2. Click on '**La Trobe Students**' at the top of the page
3. Click on '**Study Resources**' at the top of the page
4. Click on '**access your email**' from the left hand
5. Click on '**Office 365**'
6. Enter your La Trobe **email address** and **password**
7. Click '**Sign in**'.



Learning Management System (LMS)

The University uses an online teaching tool called the Learning Management System (LMS) for all subjects. For more information, see '**starting classes**' on page 23.

Allocate Plus

Allocate Plus is the timetabling system you use to assign yourself lectures and tutorials for your enrolled subjects. Some subjects may have several different lecture and tutorial times available, while others may only have one. To access Allocate Plus see steps on page 21.

IT Support

Need to change your password? Having trouble logging into your account? Got a question about student systems? Visit the IT Helpdesk in the library.

Students can call 1300 528 7623 and make a selection for Student IT.

Ask an IT question via ASK La Trobe website **latrobe-current.custhelp.com/app/ask**



The first time you log in to your student email you will need to select your language and time zone. Please choose UTC+10 (Canberra, Melbourne, Sydney).



Arrived late? Missed orientation?

Check-in

Register your arrival at a designated venue as advised by email or text, or visit the La Trobe International Student Services Team at your campus.

Enrolment

After check-in you will be able to enrol in your subjects and create your timetable. Students who arrive late may not be able to get their first preferences of class times. For general timetable queries and advice see staff at the ASK La Trobe Help Zone.

Catch-up Orientation Sessions

International Student Services and your College will run repeat catch-up Orientation sessions up to week 3 of each Semester. It is essential that you attend the catch-up Orientation to understand your visa requirements, access to medical services, and key information related to your course that you may have missed. Check your email for information or ask at the International Student Services office on your campus.

Catch up on the classes you have missed

Using LMS, find out who your subject coordinator is and contact them for a brief introduction.

- explain to them the reasons for your delayed start and ask for their advice
- ask if there is someone in the class they recommend as a mentor to help you to catch up
- find out if there are any assessments you may have missed and what you need to do to catch up.

In addition, make sure you do the necessary background reading for the classes you have missed.



Hint: reading lists are on LMS for each subject.

Self help

There are a number of other things you can do to catch up in your own time:

- contact the library and ask about library introductory sessions
- contact the IT Help Desk in the library and ask about ICT Classes
- **Ready4Uni** website has lots of tips and strategies for starting off well in your studies: Visit latrobe.edu.au/students/getting-started/orientation/ready4uni
- **Achieve@Uni** website has some great information modules latrobe.edu.au/students/study-resources/learning/achieve



Understanding your visa conditions

You will need to comply with a number of visa conditions. Different visa conditions apply to you and your family members. Breaching a visa condition may result in the cancellation of your visa. The visa conditions are included in the table below.

For more information on student visas and their conditions, visit:

www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students

Staff in the international office can help answer any questions you may have. Visit:

latrobe.edu.au/students/international/locations

Work rights – 8105	You cannot start paid work until you have commenced your course in Australia. You cannot work more than 40 hours per fortnight (other than work that has been registered as a part of your course) when your course is in session. A fortnight means any period of 14 days commencing on a Monday up to the end of the second following Sunday. Some volunteer and unpaid work is also included in the 40 hours per fortnight limit. No work limits apply during vacation periods. No work limits apply if you are studying a Master's by research or Doctorate course in Australia.
Enrolment – 8202	You must remain enrolled in a registered course (unless you are a Foreign Affairs or Defence sponsored student in which case you must maintain full-time enrolment in your course of study or training). You must maintain enrolment in a registered course that is the same level as, or at a higher level than, the registered course for which you were granted a visa. You must maintain satisfactory attendance in your course and make satisfactory progress for each study period as required by your education provider.
Health insurance – 8501	You must maintain adequate arrangements for health insurance cover during your entire stay in Australia.
Change of address – 8533	You must advise the University within seven days of your arrival in Australia of your current residential address and of any changes of address within seven days of each change. You must notify your education provider if you have changed universities or education providers within seven days of receiving your CoE or evidence of enrolment.
Course matching visa – 8516	You must continue to satisfy the requirements on the basis of which your visa was granted. This means, for example, that you continue to have sufficient financial capacity to support your study and stay in Australia.

Success in your studies

Now that you have enrolled, planned your timetable, attended Orientation and know your way around, it's time to settle into your classes.

Learning styles and expectations

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

It's important to investigate how La Trobe University's academic culture may vary from the academic culture in your own country, as this will increase your chances of achieving great results.

To help you prepare for study in Australia, attend Orientation (see page 22), which includes several sessions designed to help with your transition into the demands of Australian university life. Read about the learning support and programs by visiting:

latrobe.edu.au/students/study-resources/learning

latrobe.edu.au/students/getting-started/orientation/ready4uni



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

latrobe.edu.au/students/study-resources/learning/achieve

You should also visit College blogs, which are written by students and include tips and advice on being a student in SHE or ASSC Colleges:

she.blogs.latrobe.edu.au

asscstudent.blogs.latrobe.edu.au

Lectures

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

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

Tutorials and seminars

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

The style can vary greatly between structured formats – with learning aims being clear from the outset – to free-flowing classes that give students the opportunity to explore ideas.

Tutorials and seminars are meant to be interactive and help confirm important points given in lectures, and allow for clarification of lecture material and assignments – so make sure you ask questions.

Assessment

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

latrobe.edu.au/students/subjects



Time management

Managing your time between study, work and personal life is your responsibility. Learning time management will be key to your success as a student. There are also many university services that can assist you in adjusting to the demands of student life, and are highly recommended when unexpected events occur.

In particular, International Student Services (page 64), the Counselling Service (page 64) and Peer Learning Advisers can all help.

Having a realistic schedule for yourself throughout the semester can benefit your results and lower your stress levels.



Plagiarism

Plagiarism is using other people's ideas without referencing to inform the reader where these ideas originated. These ideas could be the original author's exact words or a paraphrase, and could come from the internet, books, journal articles, newspapers, television, radio, or any spoken or written text. While in some academic cultures it isn't considered necessary to tell your reader you're using other people's ideas and/or words (by referencing), this is not the case in Australia.

Plagiarising somebody else's work and pretending it is your own – including copying another student's work – is considered cheating, and there are serious consequences.

When you submit your assignment to Turnitin through the LMS, the text-matching technology identifies strings and patterns of words, and compares your assignment against billions of documents, including previously-submitted papers, journals and publications.

Consult with your college or lecturers for information on the preferred referencing style. Alternatively, visit the student learning support website, which explains how to avoid plagiarism, and provides many examples on how to reference. Learn about the consequences of plagiarism by visiting: latrobe.edu.au/students/learning

You can also access the Academic Referencing Tool at: lib.latrobe.edu.au/referencing-tool

Library

All students have access to the scholarly information, resources, services and technology-enabled learning spaces of La Trobe's libraries. This includes 24-hour access to online databases and resources.



We encourage you to make good use of the library, which offers:

- help with finding resources
- classes and online modules
- thousands of online journals and e-books
- two million print books, journals, DVDs and audiovisual resources
- help with referencing
- extended opening hours during semester
- comfortable study areas for group and individual study
- consultations with College or campus librarians for postgraduate and research students
- computer workstations, printers, copiers and wireless internet.

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

The library online chat is currently available from 11 am to 2 pm (AEST) Monday to Friday during Semester 1 and Semester 2. In peak periods the main Borchadt library at Bundoora Campus is open 24 hours.

latrobe.libguides.com

Textbooks

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

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

coop.com.au

Students at other campuses can also order textbooks online from the La Trobe University Co-op Bookshop. At the Mildura Campus, there is a bookstore in the Gambetta Library.

You can save money by buying second-hand textbooks and checking noticeboards for advertisements selling used books. Co-op Bookshop does stock a small range of second-hand books, subject to availability and only for purchase in store.

Academic policies

Academic Progress Monitoring and Intervention Policy

Academic progress means doing well in your studies and completing your course. The University is required to monitor every student's academic progress and will officially let you know, in writing, if yours becomes unsatisfactory. You may receive an At Risk Letter if you fail:

- 50 per cent or more of your total enrolment for a progression period
- a subject more than once
- for the first time in any workplace-based subject, as listed specifically from time-to-time by the University
- to meet any conditions previously imposed on your enrolment by your College.

At Risk Letters will ask you to meet with your Course Coordinator (or nominee) to discuss your progress, in association with any issues that have been affecting your studies. You and the staff member will also determine a strategy for improvement and an Agreed Progression Plan will be completed and signed.

If your progress is unsatisfactory in subsequent progression periods, you will receive another formal letter by both email and registered mail, asking you to submit an Unsatisfactory Academic Progress form and attend a meeting with the Unsatisfactory Progress Committee (UPC).

Read the formal letter carefully and make sure you understand the instructions and the timelines you have been given. We strongly recommend you seek advice from a Student Advocate or from International Student Services before you attend the UPC meeting (see 'Student Advocates' on page 35)

The UPC will review your case via discussion with you and reading your submitted form. Decisions made by the UPC can include referral to support services, reduced load or exclusion from your course. Your case will be decided in absentia if you do not attend the UPC meeting.

If you meet certain grounds, you can appeal a UPC decision to the University Appeals Committee. It is important to maintain your enrolment while your appeal is live. Student Advocates can assist you with an appeal.

If you do not appeal a decision to exclude you, after 20 working days the University will report you to the Department of Home Affairs for having failed to meet course progress requirements. If you do appeal to the University Appeals Committee but are unsuccessful after 20 working days the University will report you for having failed to meet course progress requirements.

As part of this process, you'll be sent a letter instructing you to go to a Department of Home Affairs office within 28 days with photo identification. Failure to do this may result in your visa being cancelled.

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

If you've been excluded from your course, in most cases Department of Home Affairs can cancel your student visa.

policies.latrobe.edu.au

Special consideration

To apply for special consideration you must demonstrate that your illness or other compelling or compassionate circumstances adversely affected your performance in an assessment task or examination.

All actions taken under academic regulations, by the University or by students, are subject to strict time limits. Ensure you take any action within the stated timeframes. If you're granted special consideration you may receive extra time for your assignment or you may have to sit a supplementary examination.

latrobe.edu.au/special-consideration

Support for academic success

Your first point of contact for support in your studies are your tutors, lecturers, and subject and course coordinators. Introduce yourself and make an appointment to discuss your concerns and seek advice. There are also many other resources available to help you get the best outcome in your studies.

Peer Learning Advisers

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

Counselling services

La Trobe's counselling service is free and confidential for students, with expert staff who can provide advice and guidance on many aspects of student life. This may include stress, time management, anxiety, depression, mental health, mindfulness, meditation, connecting with others, relationships, personal and family issues, and adjusting to life in Australia. See the 'wellbeing' section (page 61) for more information.



We're obliged to notify the Department of Home Affairs:

- you breach any visa conditions
- change your course
- defer prior to commencement
- temporarily suspend
- take a leave of absence, discontinue your studies or make any changes affecting the duration of your study.

For more information on mandatory and discretionary student visa conditions please visit: www.homeaffairs.gov.au/Trav/Stud

Student Advocates

Student Advocates are experienced support staff who help students find solutions to academic, administrative and welfare-related issues. They specialise in helping students understand and apply University policies and procedures. The service is confidential and free, and is available at the Melbourne, Bendigo, Albury-Wodonga, Mildura, Shepparton and City campuses through the La Trobe Student Union.

Melbourne Campus Upper West Agora (Level 2)

T 03 9479 2314

E ltsu_advocacy@latrobe.edu.au
latrobesu.org.au

Bendigo Campus (Bendigo Student Association)

T 03 5444 7514

E bsa@bsabendigo.com.au
bsabendigo.com.au/

Albury-Wodonga Campus (Wodonga Student Association)

T 02 6055 5541

E jmathey@wsawodonga.com.au
wsawodonga.com.au



Got a burning question about your studies?

Visit the ASK La Trobe FAQs section online at:
latrobe-current.custhelp.com/

Equity and Diversity

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

The centre offers:

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

latrobe.edu.au/students/wellbeing

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

Melbourne and City campuses

T 03 9479 2900

Bendigo Campus

T 03 5444 7223

Albury-Wodonga Campus

T 02 6024 9628

Mildura Campus

T 03 5051 4083

Shepparton Campus

T 03 5820 8631

Sydney Campus

T 02 9397 7600

E studentservices-sydney@latrobe.edu.au



International Student Services

Throughout your time at La Trobe, you're always welcome to seek advice, information and support from the International Student Services (ISS) team in La Trobe International. They can help you with academic, social, financial, cultural, and most other issues you encounter. It's important to seek help early if you experience any difficulties. The ISS team also runs social events and programs where you can make friends with Australian and international students.

ISS also publishes a range of resources available in hard copy or online:

latrobe.edu.au/students/international/support/supportservices/publications

- *Students with Families*: for students here with their husband, wife, child or partner
- *Muslim Student Guide*: information on prayer facilities and halal food outlets
- *Cheap and Free Guide*: where to grab a bargain in the local community.

Fees and statement of account

Information about your fees for each subject, and how much is owed, appears on your Statement of Account (SoA) which you can access from StudentOnline.

You were billed for your first semester's tuition fees and paid for them when you accepted your offer to study at La Trobe University. The first instalment is based on 60 credit points – most subjects at La Trobe are 15 credit points each. The amount you paid to accept your offer is also shown as credit toward your fees. Each time you change your enrolment (add or subtract a subject) prior to census date, your SoA will be updated accordingly. The exception is Study Abroad students, who pay a flat-rate fee each semester. Your SoA is viewable at any time from StudentOnline. You'll be notified by email when your first SoA is available on StudentOnline.

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

latrobe.edu.au/ask-us

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

Scholarships and sponsorships

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

If you are a sponsored student (sponsored by a government or organisation) your SoA should usually have a \$0 balance. If you are sponsored and believe your SoA is not correct please speak to the sponsored programs team (see page 39).

E.sponsoredprograms@latrobe.edu.au



Studying at our Sydney Campus?

Please speak to Reception if you need help generating your Provisional Invoice through the Sydney Campus Student Portal.



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





Study abroad and exchange students

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

Exchange students come from a La Trobe University exchange partner institution. They remain enrolled at their home institution and do not pay tuition fees to La Trobe University.

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

Make sure you attend the compulsory Orientation session for Study Abroad and Exchange students.

Student exchange opportunities

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

Participants enjoy a range of options, running from three weeks to one year.

We have more than 160 exchange partner universities in over 45 countries.

To find out more about exchange opportunities and Student Mobility Grants for overseas short-term programs and clinical placements, visit:

latrobe.edu.au/study/exchange-and-study-abroad



Get in touch

At the Melbourne Campus visit a La Trobe Abroad (Exchange/Study Abroad) representative Monday-Thursday 11 am-3 pm, co-located in the Career Ready space, upper Agora.

At Bendigo Campus, meet with the Exchange Coordinator (Education building Rm 2.13) between the hours of 10 am-1 pm and 2 pm-3 pm or to make an appointment email:

E s.synan@latrobe.edu.au

Study Abroad and Exchange program queries:

T 03 9479 2112

E studyabroad@latrobe.edu.au



Sponsored students

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

Enrolment conditions for sponsored students

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

Sponsored students must first seek advice from Sponsored Programs at LTI if they want to make any of the following variations to their enrolment:

- change of course preference
- change of major
- enrol in less than a full-time load (under-loading)
- leave of absence (including deferral or suspension)
- discontinue (withdraw from) a course.

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

Extension of sponsorship

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

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

Australia Awards, Defence Cooperation, Endeavour Awards

The Sponsored Programs team are your contacts for all aspects of your Australian Government funded scholarship to study at La Trobe University.

US Financial Aid and other government loans

The sponsored programs team administers your loan on behalf of your government. For all aspects of your loan requirements please liaise directly with the sponsored programs team.



Contacts for Sponsored Programs:

T 03 9479 1199

E sponsoredprograms@latrobe.edu.au

Getting involved in student life

Studying in Australia is more than just the course you choose. We're proud of the wide range of volunteering and engagement opportunities at all of our vibrant locations.

The opportunity to become involved in any of our on- and off-campus programs and activities, provides you with greater community connection, as well as real benefits for your learning and employability outcomes. Positive social experiences build confidence, wellbeing, interpersonal skills and resilience, and give you a chance to learn more about Australian culture.

Becoming involved in extra-curricular activities helps you develop leadership potential, organisational and networking skills. It also contributes to a successful transition into the workforce after you complete your university studies. There are a number of programs and activities that run across all campuses (campus-specific activities are listed on page 42-44). Regardless of which campus you are studying at, there are many opportunities to get involved in campus and local community activities.



To stay connected and find out about any opportunities to get involved, you will be automatically subscribed to receive *La Trobe Times* – our fortnightly international student online newsletter.

latrobetimes.blogs.latrobe.edu.au/

International student hosts and e-friends

Every semester we recruit a number of current international and local students to become hosts or e-friends for new international students. Volunteering as a host or e-friend is a great way to become formally involved in the University's services and activities, share your knowledge and experience, and make new friends. You also get terrific training and leadership opportunities, and formal recognition for your contribution (which looks great on your CV) – plus it's fun!

Volunteering

Leadership, mentoring and volunteering programs are available to students at every La Trobe campus. Students have the chance to develop valuable skills for their future, while actively engaging in their campus and local communities. International Student Services partners with external organisations and local community groups to run programs and events, and offer professional development opportunities to students wishing to become involved in a wide variety of co-curricular activities. International Student Services and the Career Ready team hold expos and volunteering information sessions on campus throughout the year to help you to find volunteering opportunities to suit your interests, skills and availability.

Volunteering is a great way to make friends, network, understand broader Australian life and gain skills and recognition for your efforts. You can identify your own volunteering opportunities or access further opportunities and information via the International Student Services, as well as the Careers and Opportunities sections of the La Trobe website.

There are plenty of opportunities to volunteer and get involved on campus, as Connect Volunteers, Peer Mentors, Student Ambassadors, or by joining one of our many clubs and societies. Visit:

latrobe.edu.au/students/opportunities



Check our website for updated information, links and resources about programs and activities to get involved in, to make the most of your university experience.

latrobe.edu.au/students/international



“

After I arrived La Trobe, whenever I need help regarding study, personal, emotional or professional development, there were lots of support services for all of my difficulties. La Trobe academic and professional staff are really supportive, and their hard work gave me a sense of belonging. La Trobe really helped me a lot to be a student leader. The very first step was volunteering as an international host at Orientation. From this experience, I got lots of support from La Trobe International such as leadership skills training, being nominated to attend the Melbourne International Student Conference, and I made lots of friends, gained self-confidence, networking, interpersonal skills, leadership and management skills. It really has been a fantastic student experience.

Su Htet Zaw, Myanmar

Masters of Educational Leadership and Management
Winner of the 2017 Victorian Government International
Education Award for Higher Education Student of the Year

”



Cultural events and activities

International Student Services, the La Trobe Student Union, and the International Students Association come together to run a number of activities and events throughout the year. These are an opportunity for domestic and international students to celebrate our diverse university community and promote a culture of pride, appreciation and understanding.

These include:

- Lunar New Year
- International Women's Day
- Harmony Day
- Pride Week
- Easter
- Stress Less Week
- Ramadan and Eid
- Multicultural Week
- Diwali
- Christmas.

Our student hosts and student volunteers play an integral part in organising, planning and participating in these activities, and marking significant cultural days for our multicultural student community.

Melbourne and City campuses

Language and Cultural Exchange (LACE)

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

La Trobe University Student Union

The La Trobe University Student Union (LTSU) provides social activities, support and amenities to make your university life as enriching and enjoyable as possible.

LTSU's vibrant social program includes:

- Orientation
- events for commencing students
- lunchtime and evening events
- concerts and festivals
- trips and tours
- student theatre and film program.

LTSU supports over 80 affiliated student clubs and societies, each of which provides their own activities and events relating to their specific aims and objectives. You can help support LTSU activities on campus through their Volunteer Program.

LTSU is the peak representative body for students at La Trobe, and student representatives elected at LTSU's annual elections advocate for the interests of La Trobe students within the University and in the broader community.

LTSU maintains Student Lounges in Upper Agora West, Upper Agora East and in the basement of the Union Building. They have microwaves, lockers and other facilities to help students relax and take a break from studies.

Many LTSU services and access to our facilities are free of charge. LTSU does offer a membership program (\$25 La Trobe University enrolled students; \$40 others). Membership benefits include discounted event tickets, and discounts from many of the retail outlets on campus, and in the general community.

Look for news of upcoming LTSU events and activities at their website. LTSU Reception on Upper Agora West can provide further information and answer any questions about LTSU. You can also buy myki tickets, movie tickets, gift vouchers and more at LTSU Reception. Find out more at:

T 03 9479 2314
latrobesu.org.au



“

La Trobe was the first Australian University on my list because of its reputation in Vietnam on educational quality and international education and cooperation. My favourite thing about La Trobe is that international students have all the support of the university staff. We have supervisors and lecturers who are super supportive, and international student services staff who are always helpful and willing to assist us in campus life as well as daily life. My advice for new students is don't be afraid to step out of your comfort zone, don't be afraid to talk to other people, to make friends, to volunteer, to contribute your help to community! It will help you define yourself in the new environment, and bring you fantastic opportunities to meet amazing people and develop your future career.

”

Thai Uyen Chi Le, Vietnam

PhD Candidate

Winner of the 2017 Victorian Government International Education Award for Regional Student of the Year, and the Premier's Award for Most Outstanding Student



Student clubs and societies

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

T 03 9479 3752

E clubsofficer@latrobe.edu.au

latrobesu.org.au/clubs

International Students Association (ISA)

The ISA is a non-political student organisation representing the interests of all international students enrolled at the University. It aims to promote goodwill and understanding between domestic and international students. The ISA organises trips and events for all international students, and has a small lounge in the Upper-East Agora. Membership is free.

T 03 9479 1573

E isa@ltsuvisa.org.au

 facebook.com/ltsuvisa

Bendigo Campus

Student clubs

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

bsabendigo.com.au

UniMates – international friendship program

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

Bendigo Student Association (BSA)

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

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

Student Union Floor

T 03 5444 7514

bsabendigo.com.au

Bendigo International Student Club (BISC)

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

T 03 5444 7514



Get connected

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

 facebook.com/groups/678947232269625

Sporting activities

The on-campus Feelgood Fitness centre includes a gym and sport hall, and offers group fitness classes. For more information please visit:

feelgoodfitness.com.au

Bendigo Volunteer Resource Centre Outpost (BVRC)

If you want a chance to learn new skills or are required to participate in volunteer activities as part of your course, staff can help you find something just right for you.

Albury-Wodonga Campus

Wodonga Student Association

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

E wsa@wsawodonga.com.au
wsawodonga.com.au

Student clubs

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

Join the 'International Connect Club' to make new friends, enjoy a range of activities, events, trips and outings with each other, learn about other cultures, and support both local and international students while having fun. This is available to students and staff.

Join the Group:

f facebook.com/groups/LTISC

Sporting activities

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

Mildura Campus

Mildura Students' Association

The Mildura Students' Association (MSA) represents students at the Mildura Campus. MSA aims to create a positive and friendly learning environment and social network for all students studying at the Mildura Campus. Its role is to organise and promote a range of social, cultural and recreational activities. Facilities on campus include a student kitchen, student lounge area and outdoor BBQ social area.

T 03 5051 4053

latrobesu.org.au/msa

Shepparton Campus

La Trobe Shepparton Students Guild

The Guild represents Shepparton students and organises and promotes social, recreational and cultural events.

T 03 5820 8607

E shepparton@latrobe.edu.au
latrobesu.org.au/SSA

Sydney Campus

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

Find more information from the Facebook page:

f facebook.com/latrobesydney



Living in Australia

Accommodation

Accommodation Services at La Trobe has a wealth of knowledge and resources to help you find the right accommodation to suit your circumstances. From homestay, to on-campus residences and off-campus private housing, options are available to suit every budget and preference. See more at:

latrobe.studystays.com.au

latrobe.edu.au/accommodation

Rental rights and responsibilities

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

Tenants Union

Find out about the Residential Tenancies Act and starting a tenancy. Standard leases, condition reports, and other tenancy documents are available.

Note: there are also publications in different languages.

Victoria

T 03 9416 2577

tuv.org.au

New South Wales

tenants.org.au/resources/all

Consumer Affairs Victoria

Offers advice and information for consumers including tenants.

T 1300 558 181

consumer.vic.gov.au

Links and resources

You can look for housing advertisements and share accommodation in all campus locations at:

latrobe.studystays.com.au

latrobe.edu.au/accommodation/off-campus-domain.com.au

realestate.com.au/rent

melbourneexchange.com.au

flatmatefinders.com.au

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

Bendigo

The Bendigo Weekly

bendigoweekly.com.au

The Bendigo Advertiser

bendigoadvertiser.com.au

Mildura

Sunraysia Daily

sunraysiaadaily.com.au

Mildura Weekly

milduraweekly.com.au

Shepparton

Shepparton News

sheppnews.com.au

Shepparton Student Services

T 02 5820 8600

E shepparton@latrobe.edu.au

Albury-Wodonga

The Border Mail

bordermail.com.au

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

Sydney

Visit the Study Sydney website for accommodation options and tips:

study.sydney/english/live/accommodation/

Australian society and culture

Australians are known for their relaxed lifestyle, particular slang, and informality. Make sure you take the time to understand our proud Indigenous history. Be punctual for lectures and appointments, and be polite wherever possible.

For more information visit:

www.dfat.gov.au/about-australia/society-culture/Pages/society-and-culture.aspx

Entertainment and recreation

Melbourne

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

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

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

halftix.com.au

Some companies offer 'student rush' tickets – usually purchased an hour before the starting time – at a reduced price. These include the Melbourne Theatre Company, the Melbourne Symphony Orchestra and the Malthouse Theatre.

La Trobe University also offers free or inexpensive movies, plays, live comedy shows and concerts on all campuses. Many sporting and recreational facilities are available at the Melbourne Campus.

latrobe.edu.au/experience/events

Other sites with information on cheap or free events include:

whatson.melbourne.vic.gov.au

timeout.com/melbourne

Sydney

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

sydney.com/things-to-do

whatson.cityofsydney.nsw.gov.au

Bendigo

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

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

bsabendigo.com.au

bendigotourism.com.au

Albury-Wodonga

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

bordermail.com.au

wodonga.vic.gov.au

Mildura

This thriving regional food and wine district boasts many of multicultural, sporting, art and culinary events, and has a growing list of award-winning restaurants and bars. There's a cinema, water park, river front cafe, art centre, wineries, farmers markets, shopping centre and many sporting and recreational facilities in the region. See more at: visitmildura.com.au

Shepparton

A range of agricultural, cultural and sporting events are held on a regular basis. Find out more about what to do in Shepparton at:

visitshepparton.com.au/



Sporting events

Melbourne and Victoria host a number of international sporting events:

- Australian Open Grand Slam Tennis Tournament
- Formula One Grand Prix
- Australian Masters Golf
- Australian Motorcycle Grand Prix
- Rip Curl Pro Surfing Championship
- Spring Racing Carnival
- international cricket matches.

Make sure you read *La Trobe Times* for information on offers, group discounts and free tickets:
latrobetimes.blogs.latrobe.edu.au/

Festivals

Victoria hosts more than 2 500 festivals and community events each year. See more at

- visitvictoria.com
- whatson.melbourne.vic.gov.au
- fedsquare.com/events
- multicultural.vic.gov.au

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

Victoria
localgovernment.vic.gov.au/

New South Wales
lgnsw.org.au

Study Melbourne Student Centre

International students in Melbourne have access to a dedicated international student centre. The Study Melbourne Student Centre provides a place for international students to relax, socialise, and access a range of support services and information.

studymelbourne.vic.gov.au/help-and-support/study-melbourne-student-centre



Insider Guide

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

Religious facilities

Chaplaincy

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

Sydney Campus

Contact reception for information on local places of worship:

T 02 9397 7600

Muslim prayer facilities

Muslim students can collect a free *Muslim Student Guide* from all LTI offices. It contains specific information on support and facilities for Muslim students. Visit the website for up-to-date information:

latrobe.edu.au/students/international/support/starting/settling/faith/muslim-students

Melbourne Campus

La Trobe University has separate prayer rooms and ablution facilities for men and for women. Congregational prayers are conducted Friday lunchtimes in the brothers' and sisters' prayer rooms (Education 2 building).

Students now have to request access by emailing:
E cardaccess@latrobe.edu.au

The following details will need to be provided:

- Student ID number
- Card access number (on the back of the student card)
- Access required (Male/Female Room)

Bendigo Campus

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

Campus security
T 1800 077 043

Albury-Wodonga Campus

A room for prayer is available on request through International Student Services.

T 0407 276 458
E iso.aw@latrobe.edu.au

Mildura Campus

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

T 03 5051 4000
Off campus: Mildura Mosque
49 Tenth St Mildura
T 03 5023 7662

Shepparton Campus

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

City Campus

The prayer room can be accessed during operating hours. Contact the reception for more information:

T 03 9479 6797

Off campus: Jeffcott St Mosque
66–68 Jeffcott St West Melbourne
T 03 9328 2067

Sydney Campus

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

Cost of living

For detailed information on estimated costs of living in Australia please visit our website at latrobe.edu.au/study/life/living/costs

For hot tips on living within a budget grab a copy of our Cheap and Free Guide in hard copy from International Student Services or download your copy from the website:
latrobe.edu.au/students/international/support/supportservices/publications



Did you know?

La Trobe University Student Union has a financial counsellor that you can meet for free to get advice on budgeting and using your money wisely? Check it out: latrobesu.org.au

Shopping and food

Australia is a diverse and multicultural society with a wide choice of food options catering to different religious and dietary requirements.

Supermarkets and department stores

Major supermarkets such as Coles, Woolworths and discount food chain Aldi are generally open from about 6 am – 10 pm, and some stores are open 24 hours. Independent and other supermarkets are generally open from 7 am – 7 pm most weekdays and until 5 pm on weekends. There are also 24-hour convenience stores but these are generally more expensive.

Department stores, shops and boutiques in the Melbourne or Sydney Central Business Districts (CBD) or city, and in surrounding shopping precincts, are generally open from 9 am to 5 pm, and on Thursdays and Fridays until 9 pm.

Fresh food markets

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

You can save money by buying fresh produce, as it's not subject to the Goods and Services Tax (GST). For a selection of fresh food locations see:

- prestonmarket.com.au
- qvm.com.au
- rfm.net.au
- paddysmarket.com.au
- latrobe.edu.au/community-engagement/access/kingsbury-drive-community-market

Regional shopping

Our regional campuses are located in some of Victoria's most interesting and diverse locations, offering a wide variety of fresh, locally grown produce. For more information visit:

- mildura.com.au/shopping
- greatershepparton.com.au/visitors
- bendigotourism.com

La Trobe Community Gardens

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

Ecommunitygarden@latrobe.edu.au
[latrobe.edu.au/sustainability/practices/
community-garden](http://latrobe.edu.au/sustainability/practices/community-garden)

 facebook.com/groups/36925644916

Careers, employability, work and taxation

Student visa conditions

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

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

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

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

For up-to-date information on working while studying, visit: [www.homeaffairs.gov.au/Trav/
Stud/More/Work-conditions-for-Student-visa-
holders](http://www.homeaffairs.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders)

Research candidates

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

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



Careers and employment services

La Trobe University recognises that international students undertake a personal and financial investment to study in Australia, and that students aim to improve their career prospects and graduate recruitment. Our Careers Advisers can help students to explore possible further studies and career outcomes.

The Career Ready team offers a range of programs on career planning, work readiness, professional mentorship, preparing resumes and letters of application, and interview and job-seeking skills.

The Career Ready website contains a database of full-time, casual and part-time job vacancies, and provides access to temporary jobs on-campus or in the broader community.

More information can be found online. Visit: latrobe.edu.au/students/opportunities



Careers and Employment Advice

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

This service is free for all enrolled students.

Tax file number (TFN)

A tax file number (TFN) is allocated to each taxpayer in Australia for taxation purposes. International students who are visa holders with work rights can apply for their TFN online upon arrival. This means you'll also be considered an Australian resident for tax purposes, and therefore not required to pay tax on the first A\$18,200 (2017 rate, subject to change) you earn in a full calendar year. Your employer will deduct tax from your pay during each pay period. However, tax on earnings of up to A\$18,200 will be refunded to you at the end of the financial year (30 June) when you submit a tax return.

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



In Australia, if you work and don't provide your employer with a Tax File Number (TFN), you may be taxed at the highest rate. Apply for your TFN online: ato.gov.au/Individuals/Tax-file-number

International students' rights

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

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

latrobe.edu.au/students/international/support/visa
internationaleducation.gov.au

Your minimum rights and work conditions may be set by an award or workplace agreement. If you are unsure about your rights at work, check rules and work conditions with the Fair Work Ombudsman before signing any contract or workplace agreement. To find out more, please visit fairwork.gov.au or call 13 13 94.

Students with families

For in-depth information and resources for international students who bring their husband, wife, and/or children with them to Australia, please see our separate *Students with Spouse and/or Children Guide*. Ask for a hard copy from International Student Services, or download a copy at: latrobe.edu.au/students/international/support/supportservices/publications

Transport and getting around

Student visa holder with an overseas driver licence

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

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

VITS

T 03 9280 1941

languageloop.com.au/

Albury-Wodonga and Sydney

For information on translating services, contact the New South Wales Government Community Relations Commission:

T 1300 651 500

multicultural.nsw.gov.au/our_services/interpreting_translation

Driving tips

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

Some important rules to note:

- All occupants in a car, including passengers, must wear seatbelts.
- Drivers must be under the legal blood alcohol concentration (BAC) limit, which is 0.05 on a full licence, and 0.00 on a learner or probationary licence, or for drivers of taxis, buses and other large vehicles. Drink driving results in serious consequences, which may include criminal law proceedings, heavy fines and suspension or cancellation of your licence.
- Only hands-free mobile phone use is allowed.
- You must not text or hold a handset while driving. Even having the phone on your lap while driving is against the law. Costly fines are issued to offenders.
- At some intersections in the Melbourne city centre 'hook turns' are required. Marked with a black and white sign hanging high above the intersection, hook turn intersections are where drivers turn right from the left-hand lane.
- If you have small children, they are required by law to be seated in appropriate child restraints.

You can find out more by visiting the VicRoads website: vicroads.vic.gov.au

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

Learner driver's permit

If you don't have a driver's licence, you'll first be required to obtain a learner driver's permit. You will be subject to the rules of a learner driver and won't be able to drive independently.

vicroads.vic.gov.au/licences

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

Vic Roads

vicroads.vic.gov.au

Service NSW

service.nsw.gov.au

Buying a car

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

Albury-Wodonga and Sydney

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

Car parking

All car parking spaces on the Melbourne Campus require a valid car parking permit Monday to Friday, 8 am–5 pm. Outside of these hours, parking is free.

All motorists (other than motorcyclists) who want to use the car parks on campus must have a valid parking permit. For students parking regularly a vPermit for one year or six months is recommended.

You can choose to pay only for the time you park. CelloPark Pay-As-You-Go (PAYG) is an easy alternative to parking meters, which allows you to pay only for the time you use the car park. To use CelloPark you'll need to select one of these payment methods:

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



To use CelloPark PAYG you first have to register. There are three ways to register:

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

For more car parking options at all campuses, find more online: latrobe.edu.au/transport-central/car-parking

Cycling

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

- no riding on footpaths
- you must wear an approved safety helmet (except for medical and/or religious reasons)
- bicycles must have a bell or horn, an efficient brake and, when riding at night, a white headlight, red tail-light and red rear-reflector.

See the Bicycle Victoria website for information on your responsibilities as a cyclist: bicyclenetwork.com.au

Bicycle NSW for Albury-Wodonga and Sydney: bicyclensw.org.au

Bike share program

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

Buying a bike

To buy an inexpensive bicycle, look at online marketplaces like Gumtree.com.au and tradingpost.com.au, second-hand shops, eBay and newsletters distributed on your campus.

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

Maps

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

Melway (Victoria), Sydway (NSW) and UBD are street directories available from the campus bookshop or other bookstores. Visit: streetdirectory.com/australia/

Getting around Melbourne

Glider: free campus bus

Get around the large Melbourne Campus easily and for free. The Glider operates between 8.30 am and 9.30 pm, Monday to Friday during semester.

A brand new Glider Real information Time Service (GRiTs) website has been developed to give users information on when the bus will arrive. Access GRiTs from:

gliderlive.github.io/Timetable

latrobe.edu.au/transport-central/on-campus-bus-services-melbourne

Tickets and fares

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

To use myki, just hold your card over the sensor each time you enter and depart a train station, tram or bus.

This is called 'touching on' and 'touching off'. You can buy a myki card online, at metropolitan premium train stations, some retail outlets (including 7-Eleven), on the Melbourne Campus (at the post office and Student Union) or by calling 1800 800 007.

We also recommend you register your myki on the website, so you can check your transactions for any errors. Visit: ptv.vic.gov.au/tickets/myki

Trains, trams and buses

The metropolitan public transport system incorporates train, tram and bus services. You can change between services as often as you like on the one ticket as long as you scan your myki on each service.



For comprehensive information getting to and from all our campuses visit Transport Central on our website: latrobe.edu.au/transport-central

Getting around Sydney

Tickets and fares

You will need an Opal card to use public transport in Sydney. Opal cards are reusable smart cards that you keep, reload and reuse to pay for fares on public transport. You can top up money on your Opal card online, by using an Opal top up machine at train stations, or at an Opal retailer such as 7-Eleven or Woolworths.

To use your Opal card, just hold your card over the sensor each time you enter and depart a train station, ferry, bus or tram. This is called 'tapping-on' and 'tapping-off'. You can order an Opal card online via opal.com.au or pick one up from an Opal Retailer.

Public transport

It is easy to travel to the city via train, bus, ferry or lightrail. For more information and to plan your trip, visit: transportnsw.info



Mobile apps for public transport information

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



International students are generally not entitled to transport concessions in NSW unless study is fully funded by specified Australian Government scholarships. Find more information: transportnsw.info/tickets-opal



Health, wellbeing and safety

Overseas Student Health Cover

It is a condition of most student visas that all international students have Overseas Student Health Cover (OSHC) for the duration of their stay.

OSHC offers medical and hospital cover for international students and their dependants while they are in Australia. The standard of cover is similar to what is provided to Australian citizens under the public Medicare system.

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

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

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

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

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



My OSHC Assistant app

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

Exceptions

Norwegian, Swedish and Belgian students

Belgian students do not require OSHC. Norwegian students who are covered by the Norwegian National Insurance Scheme do not require OSHC. Swedish students, whose insurance is provided by CSN International (or Kammarkollegiet), also do not need OSHC cover. However, Swedish students not covered by the Swedish National Board of Student Aid must purchase OSHC by Allianz Global Assistance to meet their student visa requirements.

Overseas Visitor Health Cover

Allianz Global Assistance Overseas Visitor Health Cover (OVHC) is medical insurance designed for visitors and temporary residents. The Department of Home Affairs requires all holders of a temporary residency visa to maintain OVHC during their entire stay in Australia.

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

allianzassistancehealth.com.au/en/visitors-visa-ovhc/

Accessing medical services

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

The OSHC website and My OSHC Assistant app have a useful 'find a doctor' function. Find one near you by visiting: allianzassistancehealth.com.au/en/find-doctor/

In Australia, doctors are also called GPs (General Practitioners). A doctor works in a medical centre, surgery, clinic or practice. A pharmacy (drug store) is also called a chemist.

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

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

T 1800 814 781

For medical emergencies

If you have a life-threatening medical emergency, go to your closest public hospital emergency department or call 000 for help.

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

Remember to ask the doctor for a medical certificate if you intend to apply for special consideration (see page 34) because of a medical condition, or if you have been away from work and need a certificate to show your employer.



You can also access the Doctor by Phone service, which offers:

- free call to an Australian Registered Practising Doctor
- interpreters if required
- consultations by FaceTime or Skype
- if required, prescription medicine can be sent to the nearest pharmacy.

This service is free for Allianz Global Assistance policy holders.

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

Billing

Always check the doctor's fee and what you will need to pay. Your OSHC provider refund is based on the Australian government's Medicare Benefit Schedule Fee (Medicare rebate). Many doctors charge more than the Schedule Fee, meaning you pay the difference, also known as 'the gap'. Keep the receipt of your payment and claim the amount of the Medicare rebate from your OSHC provider. Find a doctor near you that specifies they can bill Allianz Global Assistance directly: allianzassistancehealth.com.au/en/helpcentre/oshc/direct-billing-medical-providers/

Prescriptions

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

Emergency healthcare

This is a free call and can be made from any phone at any time. The ambulance will take you to the Accident and Emergency Department in your nearest hospital.



If you have an urgent need for healthcare, dial '000' (triple-zero) for an ambulance.

Ambulance officers are paramedics, not doctors, and are only to be called in emergencies to save someone from death or serious injury. Call an ambulance if the problem is too urgent to wait (e.g. someone is having difficulty breathing) or the injury is too severe to transport safely by taxi or car (e.g. broken limbs). If it's not urgent or life-threatening and you're unsure if you need an ambulance, either call OSHC Allianz on 1800 814 781, or Nurse-on-Call on 1300 60 60 24.

We strongly recommend you buy an Ambulance Victoria (AV) membership, so you're always covered for an ambulance within Australia. The AV membership is only available for students whose visa is granted for 12 months or more.

For more advice on when to call an ambulance, visit: betterhealth.vic.gov.au/health/servicesandsupport/calling-an-ambulance

Transport accidents

If you've been injured in a transport accident (involving a tram, train, car or motorbike), you don't have to pay for an ambulance. The Transport Accident Commission (TAC) will pay for the ambulance service once you've made a successful claim with the commission.

tac.vic.gov.au

Medical centres

Melbourne

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

William Angliss Institute Medical Centre
Level 2, Building C, 555 La Trobe Street
Melbourne
T 03 9606 2208

La Trobe Medical Centre
Corner Kingsbury Drive and Plenty Road,
Bundoora
T 03 9473 8885

Reservoir Medical Group
Summerhill Shopping Centre
27/850 Plenty Road, Reservoir
T 03 9478 2255

Complete Care
190 Albert Street, Reservoir
T 03 9471 0022

Coburg Family Medical Centre
497 Sydney Road, Coburg
T 03 9354 4042

Rex Medical Clinic
93–97 Plenty Road, Bundoora
T 03 9467 7600



Bendigo

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

T 03 5444 7770

latrobe.edu.au/bendigo/about-the-campus/student-support/medical-clinic

Tristar Medical Group

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

Primary Care Clinic

123 Arnold Street, Bendigo
T 03 5441 8622

Albury-Wodonga

In Albury-Wodonga, there are numerous medical clinics, doctors, dentists, two public hospitals and two private hospitals. Medical clinics are listed in the telephone directory (or the hardcopy phonebook).

LTI Student Services (Albury-Wodonga) can provide contact details for direct-billing clinics that accept international students. Remember to ask about current charges when you telephone a clinic for an appointment.

T 02 6024 9847

Wodonga West Medical Clinic

195 Melbourne Road, Wodonga West
T 02 6056 2447

Mildura

Tristar Medical Group

87–89 Langtree Avenue, Mildura
T 03 5022 5800

Shepparton

Princess Park Clinic

172 Welsford Street, Shepparton
T 03 5821 9655

Sydney

City Doctors

18/330 Pitt Street, Sydney
T 02 8960 3702

CBD Medical Practice

70 Pitt Street, Sydney
T 02 9231 1000



Direct-billing clinics

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



Wellbeing

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

To find out more, check the comprehensive Living Safely in Victoria and Australia webpage: latrobe.edu.au/experience/living/safety

Good health tips:

- Try not to skip meals. Many students don't eat breakfast, but this is the most important meal of the day. We know students perform better if they've eaten breakfast.
- Eat a well-balanced diet with plenty of fresh vegetables, fruit, legumes (e.g. lentils, chickpeas) and cereals. If you're not vegetarian or vegan, eat a moderate amount of lean meat, poultry or fish, and some milk, cheese and yoghurt or similar alternatives. Avoid fatty, sugary foods and takeaway food. For more nutrition tips, visit: nutritionaustralia.org

- Bring a healthy lunch or nutritious snacks.
- Drink plenty of water. Tap water is of a high quality in Australia.
- Quit smoking. The University is encouraging students who smoke to quit the habit, and smoking is only allowed at designated smoking bays at all campuses.
- If you're feeling stressed from your studies, take a short break, talk to a friend, phone or Skype family at home, or do some exercise.
- Aim for a minimum of seven or eight hours sleep most nights.
- If you feel anxious or flat, unhappy or sad or have difficulty sleeping for several weeks, make an appointment with La Trobe's free counselling service (see page 64). You will gain a mentor, improve your studies and – most importantly – develop new skills for enjoying life: latrobe.edu.au/students/wellbeing

You can also find external resources at: psychology.org.au

Join a sports club to meet new friends, or keep up hobbies you may have had at home:

latrobe.edu.au/sport/get-involved
latrobesu.org.au

Harassment and discrimination

La Trobe University has policies and procedures to make it clear that discrimination and harassment of people on the basis of personal characteristics is unacceptable.

Speak Up

Speak Up is a service that helps you locate support for yourself and others in relation to sexual harassment and sexual assault, and other forms of unacceptable behaviour. If you'd like to report an incident or seek advice, even anonymously, go to Speak Up:

latrobe.edu.au/students/support/wellbeing/speak-up

Complaints and grievance procedures

La Trobe University is committed to handling student complaints effectively, in line with our policy of creating a harmonious and productive study environment. The University is interested in listening to all complaints no matter how small they may seem. Whether you'd like to make an informal or formal complaint, the Student Complaints Office can guide you through the process, as well as help you to understand La Trobe's complaints-handling policy and procedures:

latrobe.edu.au/students/support/complaints

Counselling service

Counselling provides students with a safe place to creatively explore and resolve any problems affecting their studies.

Students can discuss issues such as transitioning to life in Australia, relationship difficulties, loss of motivation for studying, questions of identity and self-acceptance, depression and anxiety, coping with disabilities or dealing with grief or loss. The counselling service is free, by appointment, and confidential.

latrobe.edu.au/students/support/wellbeing/counselling



Smoking areas

Smoking is not permitted indoors or outside at any of our campuses. There are currently designated smoking areas at every campus. See the campus maps for details:

latrobe.edu.au/about/vision/our-campuses-and-communities/smoke-free-la-trobe

Melbourne Campus Sports Centre

The Sports Centre is open seven days a week and includes a gym, a 25 metre indoor swimming pool, tennis and squash courts, table tennis and an indoor multi-purpose stadium. Many programs are offered, from accredited first-aid training to pilates, yoga, belly dancing, indoor soccer and hip-hop. For students living on campus, the Sports Centre coordinates an inter-college sports competition.

T 03 9479 1687

latrobe.edu.au/sport

Regional sporting info

More information on sports can be obtained from an ASK La Trobe Help Zone, your local student administration office or International Student Services (see page 64).



Security and safety

Personal safety

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

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

Transport safety

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

Before you go on holidays or trips, we recommend you regularly refer to the area's websites to check on specific issues such as bushfire safety, or swimming at a surf beach. More information on safety can also be found at:

latrobe.edu.au/study/life/living/safety/enjoying-the-great-outdoors

Road safety

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

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

It's especially important to not wear your headphones when crossing roads so you're aware of oncoming traffic.

Melbourne's train network is mostly above-ground, so there are many railway crossings. Don't enter the crossing when warning lights are flashing or when the boom gates are activated.

www.police.vic.gov.au

studymelbourne.vic.gov.au/help-and-support/some-tips-for-staying-safe

vicroads.vic.gov.au/licences/renew-replace-or-update/new-to-victoria/overseas-drivers

service.nsw.gov.au/transaction/support-international-students

Campus safety

Melbourne Campus

The Melbourne Campus has an excellent safety record with security officers available at all hours to provide assistance and support. There is a 24-hour security hotline for emergencies.

T 1800 800 613 (freecall)

T 03 9479 2222

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

latrobe.edu.au/security

Uni-Safe escorts

If you feel uncomfortable walking on campus in the dark – whether alone or with a friend – please call the individual escort service.

T 03 9479 2012

Glider: free campus bus

Operates between 8.30 am and 9.30 pm, Monday to Friday during semester.

latrobe.edu.au/transport-central/on-campus-bus-services-melbourne

Bendigo Campus

A security officer is available 24 hours a day.

T 1800 077 043 (freecall)

T 03 5444 7999

Security escorts

A security escort service operates during the academic year. The security officer can escort you to car parks, campus residences and other University-related venues.

T 1800 077 043 (freecall)

T 03 5444 7999

Albury-Wodonga Campus

T 0418 459 324

T 02 6024 8222

Security escorts

Personal security escorts operate on request, and can be arranged between academic buildings, car parks, and on-campus accommodation.

T 0418 459 324

T 02 6024 8222

Mildura Campus

A security officer is available 24 hours a day to provide assistance and support.

T 03 5022 7855

Shepparton Campus

Campus emergencies:

T 03 5820 8600

T 03 5825 3178

City Campus

Contact Melbourne security:

T 03 9479 8888

Sydney Campus

Contact security:

T 02 9964 6113

E security.255es@navitas.com



The emergency phone number in Australia for police, fire and ambulance is '000'.

After-hours helpline

A special after-hours telephone hotline has been set up for international students at all La Trobe campuses. Call this number if you need help at night or on the weekend.

T 1800 758 360

Got a question? Need advice or support?

International Student Services

The International Student Services Team on your campus is your one stop shop for advice, referral and support. Drop in, make an appointment to speak to a coordinator, speak on the phone, contact the via ASK La Trobe online "Ask a Question" portal, or connect via facebook. There are no stupid questions!

Contact us:

All international students, all campuses:

T 03 9479 1199

T 1800 758 360 (after hours)

latrobe.edu.au/students/international/locations

Melbourne Campus

Level 3, Sylvia Walton Building

T 03 9479 1199

City Campus

Level 2, 360 Collins Street

T 03 9479 6797

Bendigo Campus

Room 2.14, Level 2, Education Building

T 03 5444 7286

Mildura Campus

Room 103, North East Annex

Benetook Campus

T 03 5051 4053

Albury-Wodonga

Room 4237, Building 4, Level 2

T 02 6024 9847

Sydney Campus

255 Elizabeth St

T 02 9397 7600

E sydney@latrobe.edu.au

International student Facebook groups

- **Transition at La Trobe** – for new commencing international students to get advice about settling in, finding your feet, making friends, starting classes.
- **International Students Connect at La Trobe** – for all international students at any time to get advice, find out what's going on, get linked into activities on your campus

Study Abroad and Exchange Students

T 03 9479 2112

E StudyAbroad@latrobe.edu.au

latrobe.edu.au/students/opportunities/exchange

ASK La Trobe

Find out more about enrolment, fees, forms and other administrative matters by visiting the ASK La Trobe webpage or contacting the Help Zone. ASK La Trobe is now QLess, which allows you to join the queue virtually from your mobile phone or via the web.

T 1300 La Trobe (1300 528 7623)

latrobe.edu.au/ask-us

Disability support

If you have a disability, contact Equity and Diversity who'll assess your needs and provide support so you can participate to the best of your ability.

T 03 9479 2900

E equity@latrobe.edu.au

latrobe.edu.au/students/wellbeing/studying-with-a-disability

Counselling service

For confidential personal counselling, contact the Counselling Service.

T 03 9479 2956 (Melbourne)

T 02 0397 7600 (Sydney)

After Hours Emergency Phone

Counselling Service

1300 687 327

E counselling@latrobe.edu.au

latrobe.edu.au/students/support/wellbeing/counselling



Student Complaints Office

To provide feedback or lodge a formal complaint contact the Student Complaints Office.

T 03 9479 5308

E studentcomplaints@latrobe.edu.au

latrobe.edu.au/students/support/complaints



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

University Ombudsman

After all avenues of appeal and/or complaint handling have been exhausted for an issue, you may then seek advice from the University Ombudsman:

T 03 9479 1897

E ombudsman@latrobe.edu.au

latrobe.edu.au/about/management/organisation/ombudsman

Accommodation help

For advice and support about finding on or off campus accommodation, see information online at:

latrobe.edu.au/accommodation

Useful contact numbers

Police	
General enquiries for Victoria	03 9247 6666
General enquiries for NSW	131 444
Emergency assistance	000
Women's Domestic Violence Crisis Service	1800 015 188
Centre Against Sexual Assault	1800 806 292
Pregnancy counselling Melbourne	1300 737 732
Pregnancy counselling Bendigo	03 5442 4644
Pregnancy counselling Albury-Wodonga	02 6024 6775
SANE Mental Illness Helpline	1800 187 263
After hours counselling number	1300 687 327
Switchboard Victoria	
Local call:	03 9663 2939
Free call:	1800 184 527
Gamblers Help	1800 858 858
Poison Hotline	131 126
Doctor on Call	131 126
Maternal and child health line Victoria	13 22 29
Kids help line	1800 55 1800



Employment help

Need help finding work while you are studying? The Career Ready team can help with resume and CV writing, job hunting skills, and can connect you with employment databases on and off campus. Find out more at:

latrobe.edu.au/students/opportunities/careers

Campus maps

Download a parking map, campus map or location map from the quicklinks button on the front page of our website. The Lost on Campus app is a free app for smart phones and devices to help you find your way around all our campuses.

Payments

Need to make an urgent payment on your account? Visit the payment kiosks in the library or pay online by the payment portal on your StudentOnline account.

Legal services

The laws in Australia are different to those in your home country. While you're in Australia, you may need legal advice on a variety of matters such as employment, motor vehicle accidents, tenancy or criminal offences. You can get legal assistance by hiring a lawyer directly or by seeking assistance from a number of organisations, such as Victoria Legal Aid or Community Legal Centres. The Student Legal Service at the La Trobe Student Union also provides a free legal service. The service is run by a fully qualified and experienced lawyer, and all consultations and records are confidential.

Melbourne Campus

Student Legal Service

By appointment only at La Trobe Student Union:

T 03 9479 2314

www.latrobesu.org.au/



Study Melbourne Student Centre (SMSC)

Monday to Friday, 9 am-5 pm

599 Little Bourke Street, Melbourne

T 1800 056 449

E info@studymelbourne.vic.gov.au

studymelbourne.vic.gov.au/help-and-support/study-melbourne-student-centre

Refugee and Immigration Legal Centre

T 03 9413 0101

refugeelegal.org.au/

Bendigo Campus

The Loddon Campaspe Community Legal Centre and Bendigo Student Association provide a free and confidential on-campus legal service for Bendigo students.

The service provides advice on a range of legal issues, including consumer matters, tenancy problems, family violence, motor vehicle accidents, fines, discrimination, and employment. A Justice of the Peace is also available to witness or certify documents.

An on-campus legal service (part of the Bendigo Student Association) is located in room 103D, upstairs behind the Co-op, and is open Tuesdays during semester, and the week before and after semester, from 10 am to 4 pm.

T 03 5444 7514

Loddon Campaspe Community Legal Centre

T 03 5445 0909

T 1800 450 909 for calls outside Bendigo

lcllc.org.au

Sydney Campus

Redfern Legal Centre

T 02 9698 7277

rlc.org.au

Albury-Wodonga Campus

LawAccess NSW

T 1300 888 529

www.lawaccess.nsw.gov.au

Mildura Campus

Victoria Legal Aid Mildura office

T 03 5055 4001

www.legalaid.vic.gov.au

Other legal resources

Federation of Community Legal Services
communitylaw.org.au

Law Institute of Victoria
liv.asn.au

Victoria Legal Aid
legalaid.vic.gov.au

Other useful contacts

Department of Home Affairs

T 131 881

homeaffairs.gov.au

Australian Taxation Office (ATO)

Collins Square

747 Collins Street Docklands, Melbourne

T 13 28 61

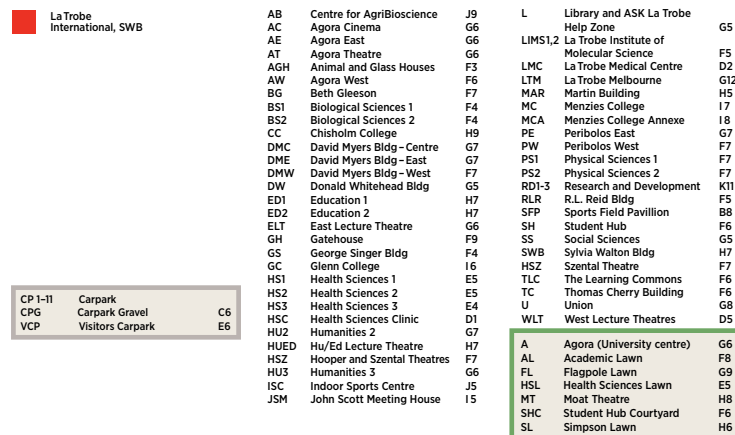
ato.gov.au

OSHC by Allianz Global Assistance

24-hour emergency helpline

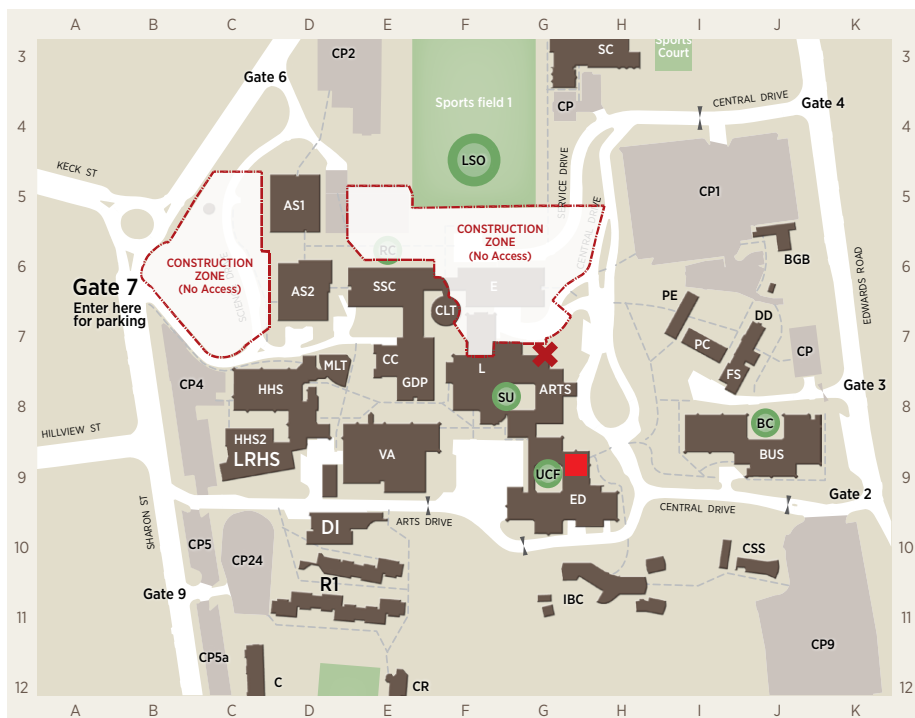
T 1800 814 781

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



Bendigo Campus

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



- ✖ General Information, Student Union and Library
- La Trobe International (Regional Campuses)
- International Student Services Education Building
- Building
- Outside Courtyards and Sports field
- Carpark
- ➡ Boom gate
- Walkway

AS1	Applied Science 1	D5	Applied Science 2
AS2	Applied Science 2	D6	
ARTS	Humanities / Social Sciences	G8	
BUS	Business	J9	
C	Child Care Centre	D12	
CC	Computer Centre / ICT	E7	
CLT	Circular Lecture Theatre	F7	
CR	Student Res Common Room	E12	
DD	Office of Deputy Directors	I7	
DI	Nancy Long Dining Hall	D10	
E	Engineering	F6	
ED	Education	G9	
FS	Financial Services	J7	
GDP	Graphic Design / Multimedia	E8	
HHS	Health / Human Sciences	D8	
HHS2	Health / Human Sciences 2	C9	
IBC	Ironbark Centre	G11	
L	Library	F8	
LRHS	La Trobe Rural Health School	C9	
MLT	McKay Lecture Theatre	D8	
PC	People and Culture	I7	
PE	Physical Education	D11	
R1	Student Residences	H3	
SC	Sports Centre	E6	
SSC	Student Services Centre	G8	
SU	Student Union	E9	
VA	Visual Arts		
BC	Business Courtyard	J8	
LSO	La Trobe Sports Oval	F5	
RC	Reunion Court	E6	
UCF	Education Undercroft	G9	



Albury-Wodonga Campus

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

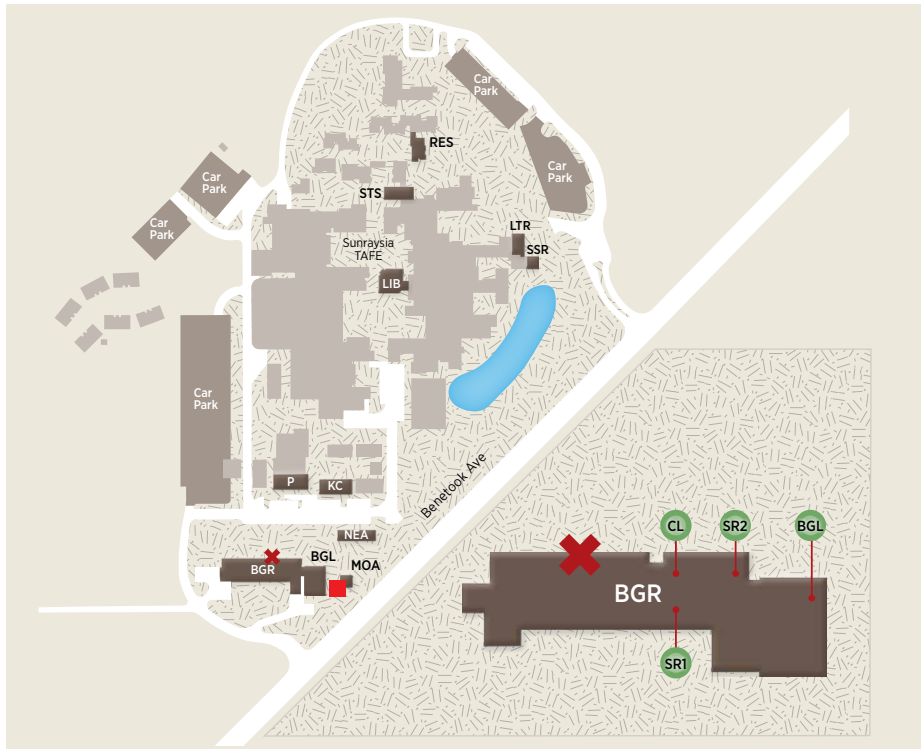


International Student Services Room 4237, Level 2, Building 4

- | | |
|--|---|
| 1 David Mann Library | 8 Nancy F Millis Building/
Murray-Darling Freshwater Research Centre/
Science Teaching Laboratories |
| 2 Student Association/Café/Gymnasium | 9 McFarlane's Hill Student Residences (West-End) |
| 3 Teaching Building | 10 On-campus Accommodation (East-End) |
| 3a Teaching Building | 11 Child Care Centre |
| 4 Michael J Osborne Building/
Administration/Computer Labs/
Student Services | 12 Sports pavillion |
| 5 Café/Bookshop | 13 Soccer ground |
| 6 Main Lecture Theatre and Foyer | 14 Sports ground |
| 7 Health Sciences | 15 Football oval |

Mildura Campus

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

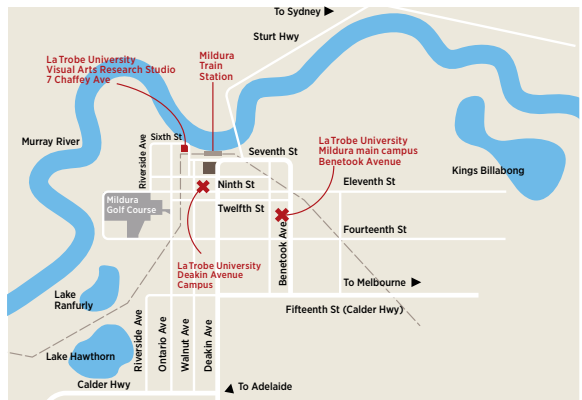


Reception



International Student Services
Room 109, Mildura Office Annexe (MOA)
Benetook Avenue campus






BGL Brian Grogan Lecture Theatre
BGR Brian Grogan Building
CL Computer Lab
KC Koori Centre
LIB Library
LTR Lake Theatre
MOA Mildura Office Annexe
NEA North East Annexe
P P Building
RES Residence Building
SR1 Seminar Room 1
SR2 Seminar Room 2
STS Student Services
SSR Sunraysia Seminar Room



Shepparton Campus

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








- 

Front, student and rear entrances and reception

Buildings

Rooms

Carpark

Roads
- 

CLU Clinical Learning Unit, Second Floor

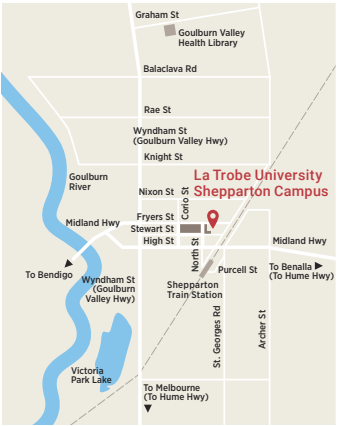
LS1 Learning Space 1, Ground Floor

LS2 Learning Space 2, Ground Floor

LS3 Learning Space 3, Ground Floor

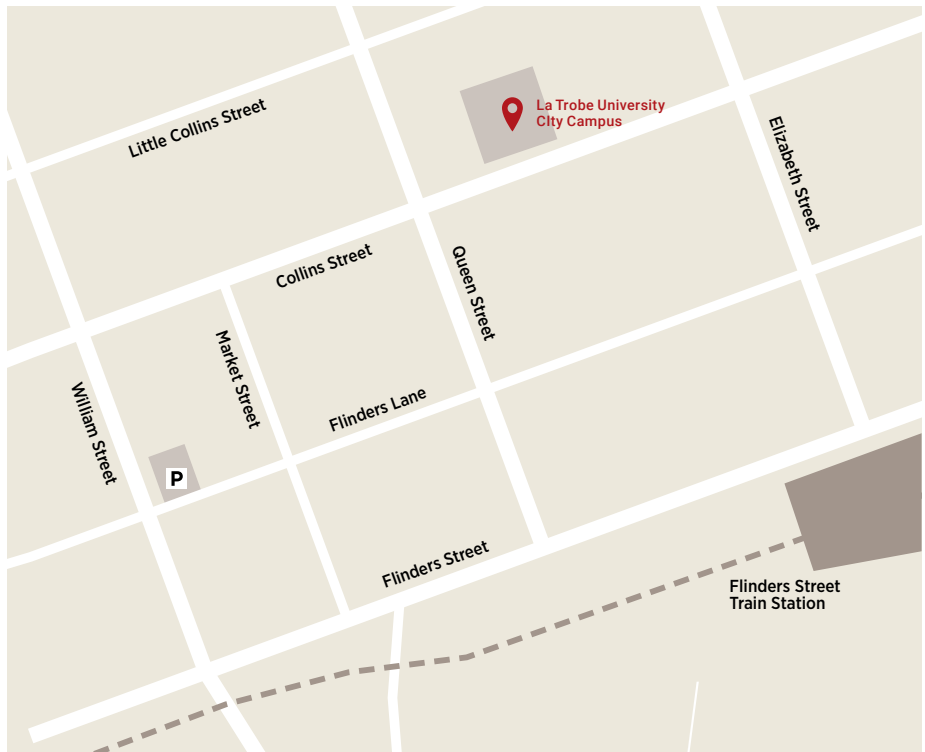
LS4 Learning Space 4, Second Floor

SL Student lounge, Ground Floor



City Campus

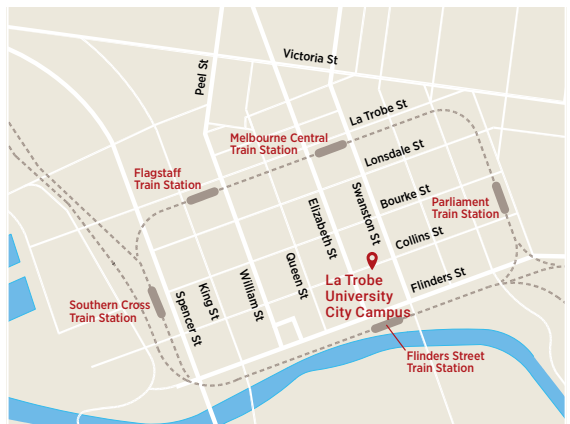
Access mobility maps at: latrobe.edu.au/city/location



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

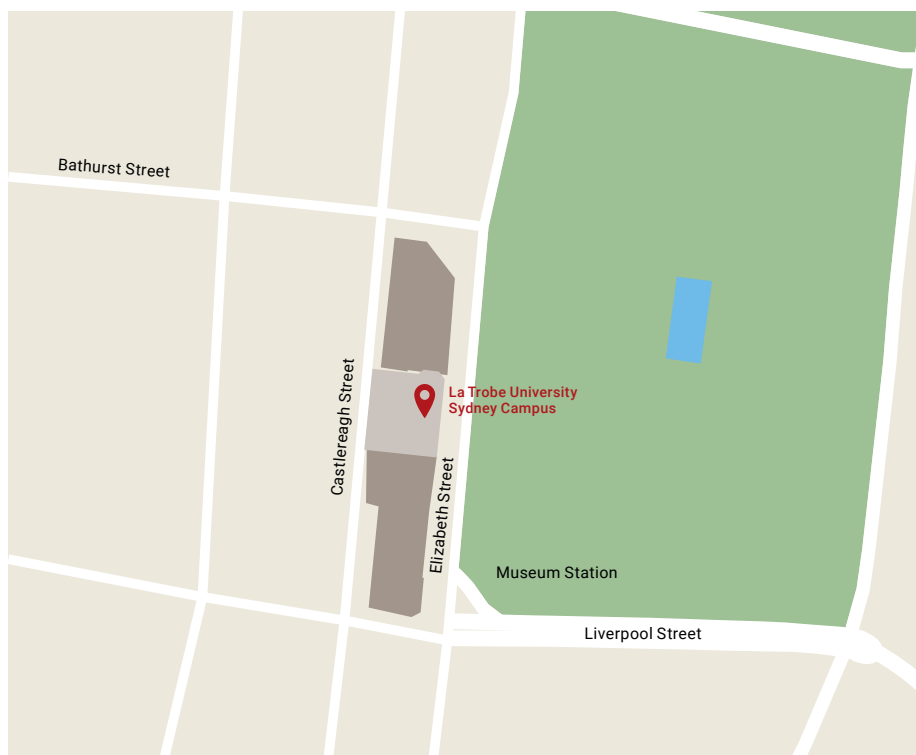
This is in easy walking distance from Flinders Street Station and the Queen St/Collins St tram stop (served by lines: 11, 42, 48, 109 and 112).

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



Sydney Campus

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



The Sydney Campus is located at 255 Elizabeth Street.

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

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

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

While there are no carparks available on campus, there are many commercial parking facilities nearby.



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