UNSW UNDER 18 STUDENTS CARE PROGRAM

INFORMATION BOOKLET FOR PARENTS/CARERS AND STUDENTS
Dear Parents,

Welcome to the UNSW family! We are delighted that you have chosen UNSW Sydney. Not only have you chosen one of the top universities in Australia, we also provide a comprehensive support program for our Under 18 International Students.

Your student will be looked after by the Under 18 Care Program team made up of International Student Advisors. They will receive personalised support from the time they arrive until they turn 18 years of age.

Many of the students will be studying in Australia for the first time and living away from your families; however, being part of the Under 18s Care Program will help your student settle in to UNSW as well as become quickly familiar with the local surroundings and Australian way of life.

The Under 18 Care Program also includes a series of orientation workshops to help successfully transition your students’ studies at UNSW and living away from home.

UNSW offers many other social, cultural and sporting activities to help students adjust to your studies and life in Australia. Mentoring programs, clubs and societies on campus are a great way to meet other students and create a sense of belonging to their new community.

Students are welcome to come and see us and access support from Student Development International after turning 18 years of age and throughout their time at UNSW.

We welcome your queries and feedback at any time during the life of your student's Care Arrangement. We hope we will work together in supporting your son/daughter during their study at UNSW.

We look forward to getting to know your student during the semester and hope they will have a rewarding time here at UNSW.

Yours Sincerely,

International Student Advisors

Student Development International

Louise Tabrum  Helen Warren  Emily Tzu-Ping Ou  Semra Tastan
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SECTION 1: UNSW U18 STUDENTS CARE ARRANGEMENTS

The University of New South Wales Sydney Under 18 Care Program supports the welfare and wellbeing of students under the age of 18 years, who are enrolled in university studies. Under this program, UNSW offers ongoing monitoring and assistance with academic studies, accommodation and welfare for the duration of enrolment, or until students reach their 18th birthday. Participating in this program will enable Under 18yrs students to gain maximum benefit from their study experience.

What is the UNSW Under 18 Care Program?

Under the terms of the Australian Government’s National Code 2018, UNSW is required to have in place procedures for ensuring welfare, support and accommodation arrangements for students under the age of 18 years.

A student may apply for UNSW to take responsibility for their welfare arrangements under the UNSW U18 Care Arrangement. A Care Arrangement with UNSW requires students to:

- Live in UNSW approved accommodation at either Unilodge@UNSW, Unilodge@Broadway, or Urbanest Darling Square; and

- Participate in the UNSW Under 18 Care Program until students turn 18 years of age.

The UNSW Under 18 Care Program includes:

- Under 18 Orientation workshops and programs
- Regular meetings with an International Student Advisor to support Under 18 students’ academic and social adjustment
- An assigned cultural mentor to help students in their transition to study at UNSW.

For details of roles and responsibilities under these arrangements, see International Students Under the Age of 18 years – Welfare Support & Accommodation Arrangements Procedure

Who is eligible for the UNSW Under 18 Care Program?

The UNSW Under 18 Care Program is available to students who:

a) will be under 18 when entering Australia to begin a course at UNSW
b) will be under 18 when beginning a course at UNSW

c) are post Foundation Studies students remaining in their selected Undergraduate Program (as listed on your Provisional Offer)

d) Do not need a Confirmation of Appropriate Accommodation and Welfare (CAAW) in order to meet Department of Home Affairs (DHA) student visa requirements.

The UNSW Under 18 Care Program is also available to international students who will be under 18 years of age when they enter Australia and will be living with parents/legal guardians) who would like to have extra support and guidance until they turn 18 years of age. Please complete the form UNSW Under 18 Care Program

What are the accommodation options within UNSW Accommodation and Welfare Arrangements?

U18 students have two options within the UNSW Accommodation and Welfare Arrangements are:

**Option 1:**
Live in Australia with a parent/legal guardian or relative approved by the Department of Home Affairs (DHA). For more information please refer to the DHA website.

If students are living in Australia with a parent/legal guardian or relative approved by DHA, please complete the Under 18 International Students Living with an Approved Parent/Legal Guardian or Relative Notification Form before accepting your offer. These students are also eligible to enrol in the UNSW Under 18 Care Program.

**Option 2:**
Live in Australia unaccompanied by a parent, legal guardian or a relative approved by DHA and have a Care Arrangement approved by UNSW. The Care Arrangement includes the CAAW letter and the UNSW Under 18 Care Program.

How can we apply for the UNSW Under 18 Care Program?

To apply for the UNSW Under 18 Care Arrangement:

1. Students and parents or legal guardians must complete the following forms and send as directed:
   - UNSW Under 18 Care Program Application Form and the online accommodation form for Unilodge@UNSW, UniLodge Broadway or Urbanest Darling Square.
• If Unilodge or Urbanest is considered unsuitable, parents/guardian should contact UNSW Student Development International (SDI) by email under18@unsw.edu.au

2. Pay FEES
   The Under 18 Care Arrangement includes:
   • $150 for the Care Arrangement registration fee, and:
   • $8 per day from the beginning of the CAAW period (14 days before the start of the semester) until students turn 18 years of age.

What is the procedure for applying for the UNSW Under 18 Care Arrangement?

This table outlines the steps you need to follow to apply for the Under 18 Care Arrangement:

| Step 1: Student/Parent to complete the online form U18 Care Arrangement Application and upload all required documents |
| Step 2: Student/Parent pay Care Arrangement fee online |
| Step 3: Student/Parent book accommodation by applying directly online. Student/Parent upload copy of confirmation of booking with online forms |
| Step 4: Accommodation Provider advise UNSW the accommodation is confirmed |
| Step 5: SLL advise UNSW Admissions the accommodation and welfare arrangements have been approved |
| Step 6: UNSW Admissions process the COE and CAAW for the Student/Parent and send to SLL |
| Step 7: SLL send CAAW signed by Manager, with UNSW Welcome Letter, Notice of Arrival and a copy of the COE to the Student/Parent |
| Step 8: Student/Parent apply for student visa |
| Step 9: 1. Student/Parent book flight arriving in Australia no earlier than 14 days prior to semester start date and no later than the day before the International Student Briefing Day |
| 2. Student send Notice of Arrival to SLL |
| 3. Student book Airport Pick Up Service |

Payment

Payment for the Under 18 Care Arrangement and Under 18 Care Program can be made via the UNSW Under 18 Care Arrangement Application form using MasterCard, Visa or American Express. Once the payment has been made, a receipt will be forwarded to your nominated email address. You do not need to inform us that payment has been made.
Refunds for UNSW Under 18 Care Arrangement and Under 18 Care Program

If a student enrols in the Under 18 Care Arrangement and subsequently wishes to withdraw, they must notify SDI by email under18@unsw.edu.au. A full refund minus the Confirmation of Appropriate Accommodation and Welfare (CAAW) registration fee ($150) will be made if written notification of withdrawal is received by SDI before the start of the care arrangements. After this date, unused portions of the Care Program fee will be refunded. Students are required to give 10 working days’ notice if they are discontinuing in the UNSW Under 18 Care Program.

If a student has been issued with a CAAW and they withdraw from the UNSW Under 18 Care Program, UNSW will cancel the CAAW and notify DIBP that these care arrangements have been cancelled.

Getting a Confirmation of Enrolment (COE) as soon as possible

UNSW Student Development International staff will assess student applications once they complete the online application form and pay the care arrangement fee. If student application documents meet the requirements, student applications will be approved, and student will be sent the Confirmation of Enrolment (COE) and Confirmation of Appropriate Accommodation and Welfare (CAAW). Students will be notified if it does not meet the requirements.

Transitioning from UNSW Global Foundation Studies on a Package Offer

If students are on a packaged offer from UNSW Global Foundation Studies, students will have been issued a conditional CAAW. In order to meet the conditions of the CAAW, students need to apply for the UNSW Under 18 Care Program prior to starting their course at the UNSW.

If students wish to change their program from the one on the original conditional offer, they need to re-apply for a new CAAW and the UNSW Under 18 Care Program before accepting their new offer.

Transitioning from another registered provider

UNSW does not accept responsibility for an under 18 student's accommodation and welfare arrangements before the commencement date on the CAAW. The CAAW is issued to student 14 days before the commence of the semester.

For further information about the UNSW Under 18 Care Program and Care Arrangement, please refer to https://student.unsw.edu.au/visa18 or please email under18@unsw.edu.au.
What happens if a student breaches the rules and conditions of CAAW?

IF A STUDENT BREACHES THE RULES AND CONDITIONS OF CAAW, THE FOLLOWING PROCEDURES TAKE PLACE;

1. First Breach – notification by email to student
2. Second Breach - notification by email to parent and student
3. Third Breach – parent and student are notified by formal letter from the Manager Student Development International, UNSW.

Breaches are reported to Department of Home Affairs which may result in the cancellation of students’ “Confirmation of Appropriate Accommodation and Welfare” (CAAW) and Student Visa.

Accommodation Procedures and Rules

Procedures and rules about accommodation for U18 students are appropriate to their age group and are designed to protect their safety and wellbeing. The rules for curfews, and procedures ensure that students’ whereabouts and activities are known to UNSW staff at all times. Students must be fully aware of, and comply fully with these conditions:

Unilodge@UNSW


Social Events: Community Spirit Program

- There is a 10pm curfew at Unilodge, which means that students need to return to the building by 10pm each day;
- Students need to sign the log book and present their Unilodge ID at reception between 7pm and 10pm every evening;
- If students intend on staying away from their accommodation overnight or for a holiday, they must seek approval from their international student advisors by completing the Overnight Absence form for u18’s (refer to Appendix Item 5). Overnight stays away can only be with a parent/legal guardian, grandparent or sibling over the age of 18; and
- The Overnight Absence form for u18’s must be signed and submitted to Reception before 5pm on the intended day(s) of absence.
Unilodge@Broadway


Social Events: Community Spirit Program

U18 procedures and rules:

- U18 students must sign in/sign out at reception from 6am and 10pm,
- Curfew: 10pm (students need to return to the building by 10pm each day);
- If students intend on staying away from their accommodation overnight or for a holiday, they must seek approval from their international student advisor by completing the Overnight Absence form for u18’s (refer to Appendix Item 5). Overnight stays away can only be with a parent/legal guardian, grandparent or sibling over the age of 18; and
- The Overnight Absence form for u18’s must be signed and submitted to Reception before 5pm on the intended day(s) of absence.
- U18 students are not allowed overnight visitors.

Urbanest@Darling Square

House Rules of Urbanest

U18 procedures and rules:

- 10pm curfew. U18 students must sign in at the reception between 9:30pm and 10pm every night to avoid their parent/legal guardian, or institution being contacted;
- If students intend on staying away from their accommodation overnight or for a holiday, they must seek approval from their international student advisors by completing the Overnight Absence form for u18’s (refer to Appendix Item 6). Overnight stays away can only be with a parent/legal guardian, grandparent or sibling over the age of 18; and
- The Overnight Absence form for u18’s must be signed and submitted to Reception before 5pm on the intended day(s) of absence.
- No overnight guests are permitted. All visitors must leave the rooms by 10pm.
SECTION 2: INFORMATION FOR U18 STUDENTS

What to do as an U18 student

- Check your university email account regularly for scheduled meetings;
- Attend a meeting every 2 week with your international student advisor until you turn 18;
- Abide by the accommodation rules and conditions concerning U18s;
- Depart Sydney during the semester break and summer / winter vacations and return to your home country and care of your family. You should leave as soon as classes / exams finish. Students should only remain in Australia if you are studying.
- Complete a vacation/pre-departure form prior to mid-semester and end of semester;
- Advise ISA the departure and return dates when you plan to leave for holidays;
- Seek approval from international student advisor to stay away from your accommodation overnight. Overnight stays away can only be with a parent/legal guardian, grandparent or sibling over the age of 18 (during the semester overnight stays away are only allowed on Friday or Saturday nights);
- Update current contact details – address, email, mobile and home phone number on www.my.unsw.edu.au as required by your student visa conditions; and
- Notify ISA if you have any concerns about your study or your stay in Australia.

Before Arrival

Complete the Under 18s Arrival Checklist (Appendix Item 1)

Complete and send the Notice of Arrival (Appendix Item 2) and a copy of your eticket to under18@unsw.edu.au.

Check Australian Customs and Quarantine Information
Before travelling to Australia, students need to make sure they do not bring any prohibited items into Australia, such as firearms, weapons, illicit drugs, protected wildlife and associated products.

Travellers must declare any of these items on arrival by completing an Incoming Passenger Card during the flight or before going through Customs. Importation of
fresh or packaged food including: diary, egg products, meat, poultry, seafood products, seeds, nuts, fresh food, fresh vegetables, plant material, live animals and animal products are strictly controlled. If you are not sure about any items to be declared, ask a customs official. Failure to declare may result in serious consequences or penalties.

For further information please visit DHA, Department of Agricultural and Water Resources or Arriving in Australia – Biosecurity.

**Understanding your Visa Conditions**

Before arriving in Australia, students should ensure they have completed the procedures to obtain the correct visa.

Important things to note:

<table>
<thead>
<tr>
<th>Your main course of study must continue to be a course in the education sector that matches your student visa</th>
<th>You must notify the university of changes in contact details within 7 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must continue to have sufficient financial capacity to support your study and stay in Australia</td>
<td>You must maintain visa length Overseas Student Health Cover (OSHC)</td>
</tr>
<tr>
<td>You cannot transfer providers within the first six months without a release letter</td>
<td>If you have not turned 18 you must maintain adequate arrangements for your accommodation, support and general welfare for the duration of your stay in Australia.</td>
</tr>
<tr>
<td>You must limit online/distance learning to 25%</td>
<td></td>
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<tr>
<td>You must maintain satisfactory course progress</td>
<td></td>
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<tr>
<td>You must ensure you do not exceed your work restriction</td>
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</tr>
</tbody>
</table>

For further more information, please visit Department of Home Affairs Student Visa conditions.

**Overseas Student Health Cover Card**

Students need to order their OSHC card online via their OSHC provider website. E.g. Medibank.

For further information, please visit Australian Department of Health OSHC Frequent Asked Questions.
**Important Documents**

Please scan and make copies of important documents, (including but not limited to):

- Passport;
- Student visa;
- CAAW;
- Confirmation of Enrolment (COE); and
- Birth Certificate.

**Note:** *It is important for students to keep both soft and hard copies in the case of an emergency.*
SECTION 3: UNSW SERVICES FOR UNDER 18 STUDENTS

Airport Pickup Service

UNSW Student Development International (SDI) organises an airport pickup service for newly arriving under 18 years international students. The service picks students up from Sydney’s International Kingsford Smith Airport and takes students directly to either Unilodge or Urbanest.

**Please note: there are no porters available to carry bags.**

- Arrival transfer: Sydney International Airport to UNSW Kensington Campus.
- Hours of operation: 6am to 4pm.
- Cost is complimentary for Students. Family and friends $25 per person.

For further information please refer the website: [https://student.unsw.edu.au/airport](https://student.unsw.edu.au/airport) or email international.student@unsw.edu.au.

Welcome Centre

Under 18 international students must come to the SDI Welcome Centre within 24 hours of arriving in Sydney or the next business day. SDI staff members and student volunteers are available to help and provide information about settling into Sydney and commencing studies at UNSW.

Welcome Centre staff can assist student with various tasks, including (but not limited to) the following:

- **Registering** for compulsory and other orientation events
- **Enrolment**: how and where to enrol; what subjects to choose;
- **UNSW student ID cards**: where and how to get student ID cards;
- **Navigating the University**: where to find offices, buildings and locations;
- Setting up **bank accounts** and making tuition **fee payments**;
- **Mobile phone** systems in Australia;
- **Using wireless internet** on campus;
• Transportation system in Australia and international students’ rights to concession transportation tickets;

• Health insurance: where to collect health insurance cards;

• Tax file number: how to apply for a Tax File Number (TFN) and why;

• Employment: part-time, internship opportunities and volunteering; and

• Student life: extra curriculum activities on and off campus.

International students’ online orientation tutorial: UNSW ESSENTIALS

UNSW Essentials is an online orientation tutorial with important information for newly arrived U18 students. Accessing UNSW essentials is easy. The content of each topic is clearly identified giving you flexibility to navigate the modules in a way that works for you. We suggest viewing all the modules now, bookmarking the website and revisiting UNSW Essentials all throughout the semester as necessary. Having the right information at the right time is the key to a smooth transition to university.

UNDER 18 INDUCTION DAY

The Under 18 Induction Day provides important information about U18 rules and conditions, student visa conditions, transitioning into Uni life, and preparing for first appointments. It is COMPULSORY for U18 students to attend.

At the U18 Induction Day, students will:

• Be assigned an International Student Advisor (ISA);

• Receive CAPS Newsletter – Starting University;

• Receive a weekly study schedule and session planner (which they are required to complete and bring to the first appointment); and

• Receive a module completion sheet

• Register for the Under 18 Induction Day via the SDI Online Booking System

ARRIVAL ESSENTIALS

In the Arrival Essentials workshop, you will learn the essentials to settling in, living and learning in your new environment. These workshops will be facilitated by an International Student Advisor. It is COMPULSORY for U18 students to attend.

Register for the Arrival Essentials sessions via the SDI Online Booking System
GETTING STARTED

Getting started in the Main Library support service will provide in-person assistance with enrolment, ID cards, and IT set up. For further information, including operating dates and hours, please visit the Getting Started website.

INTERNATIONAL STUDENT BRIEFING DAY

The International Student Briefing Day covers topics such as intercultural understanding, teaching and learning in Australia, student support services, professional and personal development and classroom behaviour. This is a great opportunity to get to know the university, make new friends and have some fun.

SDI orientation social activities include:

- Harbour cruise;
- Rocks tour;
- Harbour cruise and The Rocks tour;
- G'Day international students' movie and pizza night; and
- Coogee to Bondi coastal walk and beach safety workshop.

It is **COMPULSORY** for U18 students to attend this event.

Register for International Student Briefing Day via the SDI Online Booking System

To find further information about university services and programs, please refer to My Guide from SDI: An International Student Guide to UNSW Australia.

UNDER 18s HEALTHY LIFESTYLE WORKSHOPS

**Week 1: Healthy Relationships**

This small-group interactive workshop for Under-18 international students will provide students with information on reproductive and sexual health including contraception, STI's and testing, healthy relationships, consent and how to report abuse. Workshops will be either all male or all female and held during Week one of the semester. It is **COMPULSORY** for U18 students to attend. Register via the SDI Online Booking System.

**Week 2: Nutrition**

This week we focus on developing healthy eating habits, understanding more about nutrition and learning how to cook healthy tasty meals on a budget! Sign up for one
of two cooking classes at the exclusive VIVE Cooking School, and join other Under-18s students in this fun 2-hour workshop designed especially for UNSW international students. Register via the SDI Online Booking System.

**Week 3: Keeping active**

This week as we turn our attention to exercise and keeping active. Take advantage of a FREE one-day trial pass at the YMCA – pick up a pass from your ISA. We have also organised a friendly game of Quidditch (the game made famous in the Harry Potter books and movies!) here is your chance as we team up with the Quidditch Society to put on an afternoon of Quidditch and socialising. Register via the SDI Online Booking System.

**Week 4: Study Strategies**

In our final week of the Healthy Lifestyle program we look at ways to study effectively and minimise stress – especially as workloads increase and our time seems to disappear. Join an Effective Study Skills seminar and hear from cultural mentors on how they prioritise their workloads, or learn about mindfulness and other relaxation practices. Register for a workshop via the SDI Online Booking System.
SECTION 4: COMPULSORY APPOINTMENTS WITH INTERNATIONAL STUDENT ADVISOR

U18 Students are required to attend appointments with their International Student Advisor. Prior to these appointments they should undertake the following preparation activities

- Complete UNSW Essential Module 1: Preparing to Arrive (accept your offer; plan your arrival; explore the UNSW campus through our Interactive Digital Experience; accommodation in Sydney; budgeting; develop intercultural awareness; and making friends);

- Complete UNSW Essential Module 2: Getting Started (UNSW Welcome Centre; enrolment; student ID; IT setup; and safety and wellbeing);

- Complete UNSW Essential Module 3: Getting Acquainted (Navigating eUNSW; student visa information; legal services; rights and responsibilities; UNSW library; degree essentials; and finding work);

- Complete Safety and Wellbeing tutorial - http://moodle.telt.unsw.edu.au/course/view.php?id=20460; and

- Complete weekly study schedule (Appendix Item 3) and session planner (Appendix Item 4).

First Appointment with International Student Advisor Week 2

Student To Do List

- Bring the completed weekly study schedule and session planner.

- Sign the ‘Monitoring of U18 Students’ form and ‘Release of Confidential Information’ form.

- Must have completed UNSW Essentials Modules 1, 2 and 3 prior to appointment.

- Check/update contact details on myUNSW.

- Complete Overnight Absence Form for Under 18’s if relevant (refer to Appendix Item 5 & Item 6).

Topics covered in appointment:

- Under 18 Interview Questions – initial meeting.
• **UNSW Essentials:**

**Module 1**- Preparing to Arrive (Exploring the UNSW Campus Through Our Interactive Digital Experience - Develop Intercultural Awareness - Making Friends).

**Module 2**- Getting Started (UNSW Welcome Centre - IT Set Up - Safety and Wellbeing).

**Module 3**- Getting Acquainted (Navigating eUNSW - Rights and Responsibilities – UNSW Library – Degree Essentials).

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**Additional Online Resources**

• UNSW PlayCampus:  

• Download “Lost on Campus” app:  

• Read UNSW SDI Newsletter International Student @ UNSW:  
  [https://student.unsw.edu.au/inews](https://student.unsw.edu.au/inews)

• Match up with UNSW SDI Cultural Mentors:  
  [https://student.unsw.edu.au/cultural-mentors](https://student.unsw.edu.au/cultural-mentors)

• Academic Integrity and Plagiarism:  
  [https://student.unsw.edu.au/plagiarism](https://student.unsw.edu.au/plagiarism)

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**Second Appointment with International Student Advisor**  
(Week 4)

**Student To Do List**

• Complete UNSW Essential Module 4: Settling In (Australian basics, time management and note taking).

• Submit Under 18s Vacation and Pre-Departure Form for semester break.

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**Topics covered in appointment:**

• Checklist for Under 18 Students.

• UNSW Essentials:

  **Module 4** (Australian Basics – Time Management – Note Taking).
Additional Online Resources

- Australia Public Holidays
- UNSW Sport, Gym and Fitness

Third Appointment with International Student Advisor (Week 6)

Student To Do List

- Complete UNSW Essential Module 4: Settling In (critical thinking, summarising and paraphrasing, and discussion skills).
- Must submit Under 18s Vacation and Pre-Departure Form for semester break.

Topics covered in appointment:

- UNSW Essentials: Module 4 (Critical Thinking - Summarising and Paraphrasing - Discussion Skills).

Additional Online Resources

- UNSW Critical Thinking Tips
- UNSW Note Taking Skills Tips
- UNSW Listening and Note-Taking Strategies
- UNSW effective Note-making from Written Text
- UNSW Language and Conversation Skills

Fourth Appointment with International Student Advisor (Week 8)

Student To Do List

- Partially complete UNSW Essential Module 5: Managing your Studies (managing assignments; essay writing skills; and report writing skills).
- Submit Under 18s Vacation and Pre-Departure Form for semester break.

Topics covered in appointment:
UNSW Essentials:


Additional Online Resources

- UNSW Connect & Grow Workshop Series
- UNSW Navigate Me
- UNSW Time Management
- UNSW Tips for Receiving Feedback
- UNSW Visa Information During Your Studies
- UNSW Writing Skills Support
- UNSW Getting Started with Essay Writing
- UNSW Essay Writing: The Basics
- UNSW Answering Assignment Questions
- UNSW Report Writing Support
- UNSW Essay and Assignment Planning

Fifth Appointment with International Student Advisor (Week 10)

Student To Do List

- Complete remainder of UNSW Essential Module 5: Managing your Studies (oral presentation skills and editing strategies).
- Develop skills on how to study within the program.
- Learning Centre consultation.
- Learning Centre workshops (if relevant).

Topics covered in appointment:

- UNSW Essentials:
  Module 5 (Oral Presentation Skills - Editing Strategies).
Additional Online Resources

- UNSW Support for Oral Presentations
- UNSW Tips for Speaking to an Audience
- UNSW Using PowerPoint in Presentations
- UNSW Tutorial Discussion and Working with Visuals
- UNSW Academic Skills and Support

Sixth Appointment with International Student Advisor (Week 12)

Student To Do List

- Partially complete UNSW Essential Module 6: Preparing for Exams (exam rules, studying for exams and clue words in exams).
- Bring exam information and prepare a list of questions about exam information.
- Submit Under 18s Vacation and Pre-Departure Form for semester break.

Topics covered in appointment:

- UNSW Essentials:
  
  Module 6 (Exam Rules - Studying for Exams – Clue Words in Exams).

Additional Online Resources

- UNSW - Exam Rules and Policy
- UNSW - What you can take into exams
- UNSW - Register for Disability Support
- UNSW - Exam Approved Calculators & Computers
- UNSW - Tips on studying for Exams
- UNSW - Tips for Essay Exam
- UNSW - Tips for Multiple Choice Exams
- UNSW - Open Book and Take Home Exams
- UNSW - Clue Words in Exams
Seventh Appointment with International Student Advisor (End of Study Period)

To Do List

- Submit Under 18s Vacation and Pre-Departure Form for semester break.

Topics covered in appointment:

- UNSW Essentials:

Additional Online Resources

- UNSW - Exam Preparation Tips
- UNSW - Support Time Management
- UNSW - Guide to Exams with Less Stress
- UNSW - Past Exam Papers

Eighth Appointment with International Student Advisor (Semester Break)

Student and Advisor To Do List

- Eighth appointment only to be arranged with your Advisor if you do not return home for the break; and
- Review results.

SECOND SEMESTER

- ISA check-in on student’s accommodation and holiday;
- Student to fill out ‘Factors influencing academic performance’ if relevant; and
- Complete weekly planner and semester planner.
TURNING 18

• End of Care Arrangement letter/End of Care Program letter provided to student; and

• Student allowed to leave Unilodge/Urbanest/Homestay depending on rental agreement with accommodation.

Under 18 Forms

• Notice of Arrival – Under 18 Students

• Unilodge Overnight Absent Form for Under 18s

• Urbanest Overnight Absent Form for Under 18s

• Under 18s Vacation and Pre-Departure Application
SECTION 5: UNSW KEY SERVICES

Student Development International
https://student.unsw.edu.au/international

SDI is the first point of contact for all international students. International Student Advisors (ISAs) are always available to help students with personalised advice and information about all aspects of university life, student visas, well-being, academic performance, and if students need help but do not know where to go. SDI also provide an international lounge for students to socialise and study which includes couches, microwaves, computers and more. All SDI workshops can be booked online.

Language and conversation skills

If students would like to further develop their language and conversation skills, SDI have a number of activities and programs to assist. Discover the Language Exchange Program, English language classes and different workshops.

Discussion Groups

The daily groups, facilitated by students, includes role plays, debates and topic discussions and will be structured to support students in developing fluency, vocabulary and general confidence.

Culture of Oz

The Culture of Oz series of workshops during the semester aim to help international students develop their understanding of the Australian culture. Guest speakers are invited to these workshops talk to students on topics such as Indigenous culture and history, Colonisation in Australia, Geography and Australian symbols, Australian Public Holidays and their history, Australian Slang, Sport, Academic culture and Australian work place culture.

Women’s Health and Wellbeing Workshop

This workshop is designed for female students only; this workshop provides advice and information regarding personal safety and health issues affecting women. A female GP from the UNSW Health Service and an ISA is on hand to answer any questions students may have.

Movie and Pizza Nights

Come along and celebrate the end of the week at SDI’s Movie and Pizza Nights taking place on the last Friday of every month. Movie nights are the perfect way to
have some fun, enjoy excellent Australian and international films and meet great new people.

**Cultural Mentors**

The Cultural Mentoring Program introduces new international students to a senior student mentor. Cultural Mentors are available to answer questions about learning at UNSW or living in Sydney and can provide new students with insight into Australian cultures and customs. New students can apply to be matched with a Cultural Mentor prior to their arrival in Australia or for face-to-face advice at our activities.

**Student Development**


**UNSW Leadership Program**

The UNSW Leadership co-curricular program is open to all UNSW students that combine active involvement in community projects and volunteering with formal training and developmental opportunities.

**Student Development Volunteering Teams**

Student Development Volunteering Teams provides students with volunteer development opportunities at Student Development. Students can develop teamwork, leadership and other skills while networking with similarly interested students. More information regarding the different teams can be found at: [https://student.unsw.edu.au/sdp](https://student.unsw.edu.au/sdp).

**UNSW Advantage**

Students can gain valuable skills and experience by choosing from over 450 co-curricular activities offered at UNSW Advantage, and have their participation recognised on Australian Higher Education Graduate Statement (AHEGS). For further information, please visit [https://student.unsw.edu.au/advantage](https://student.unsw.edu.au/advantage).

**The Learning Centre**

[http://www.lc.unsw.edu.au/](http://www.lc.unsw.edu.au/)

The Learning Centre provide assistance for academic work provided through workshops, faculty or discipline-based programs, individual consultations and student self-access materials.
The Learning Centre also runs Peer Writing Assistant program which provides 50 minutes consultations to help students to develop and improve their academic skills. A student can have up to 5 consultations per semester. Student can book consultations online: https://student.unsw.edu.au/register-academic-skills-workshop

Learning Centre Workshops:

<table>
<thead>
<tr>
<th>How to Reference</th>
<th>Developing Your Academic Writing</th>
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</thead>
<tbody>
<tr>
<td>What is Plagiarism</td>
<td>Essay Writing for Undergraduates</td>
</tr>
<tr>
<td>Listening, Reading &amp; Note-taking</td>
<td>Essay Writing for Postgraduates</td>
</tr>
<tr>
<td>How to Give a Presentation</td>
<td>Report Writing</td>
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<tr>
<td>How to Read Critically</td>
<td>Writing a Thesis Proposal</td>
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<tr>
<td>Grammar</td>
<td>Critical Reading &amp; Writing</td>
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<tr>
<td>Advanced Academic Reading</td>
<td>Writing Summaries &amp; Paraphrases</td>
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<tr>
<td>Critical Thinking</td>
<td>Paraphrasing and Summarising</td>
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<tr>
<td>How to Research for Your Assignments</td>
<td></td>
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</tbody>
</table>

**Note:** Workshops may change every semester, please refer to the learning centre website (http://www.lc.unsw.edu.au/) for more information.

**Careers and Employment**

http://www.careers.unsw.edu.au/

Careers and Employment provide career advice, interview practice and help with career planning, especially for those who are not sure whether their current degree program is the right one for them. Students can book different appointments online such as: Career Planning, Cover Letters, Interviews, Job Advice, LinkedIn, Online Applications, Resumes and Selection Criteria.

**Disability Support Service**

https://student.unsw.edu.au/disability

The Disability Support Service provide a range of services, support and advice to help students overcome barriers to academic success, such as intellectual and physical disabilities, mental health, financial hardship, difficult social circumstances, geographic isolation and English-language problems.
UNSW Counselling and Psychological Services (CAPS)

http://www.counselling.unsw.edu.au/

CAPS provide free and confidential individual counselling services to all students enrolled at UNSW.

Student Central

https://student.unsw.edu.au/central

Student Central provides advice on essential university processes by connecting you with key support and development services. Student Central provides support to students from enrolment all the way through to graduation.

University Health Service @ UNSW

http://www.healthservices.unsw.edu.au/

Student can book an appointment with the University Health service by phone, booking at reception or online booking system.

Please note: international students may need to pay a fee depending on their Overseas Student Health Cover (OHSC).

Estate Management

http://www.estate.unsw.edu.au/

FM Assist provides students assistance with building access, lost property, maps, security and parking.

Sports and Recreation @ UNSW

http://www.arc.unsw.edu.au/play

UNSW offers a broad range of sporting, recreational and instructional clubs, suitable for all levels of skill and experience. Clubs provide a great opportunity to meet other students and experience life on campus.
UNSW RESOURCES

My Guide

https://student.unsw.edu.au/international

SDI’s My Guide gives overview of the services that SDI and UNSW provide to international students.

Navigate Me

http://www.navigateme.unsw.edu.au/login

Navigate Me is a student-focused online tool which allows students to identify issues or concerns they have, which produces a customised Action Plan linked to the identified issues.

UNSW Australian Muslim Student Guide


The Muslim Student Guide provides information for both local and international ... as well as information relating to the Muslim community in Sydney and UNSW.

UNSW Peer mentoring program

- Faculty Peer Mentoring Programs
- U-CONNECT: Peer Advisors
- Supportive Peers (SPEERS): for students with a disability or mental health condition

ARC@UNSW

- Volunteering with ARC Student Life (http://www.arc.unsw.edu.au/grow/volunteering)
• List of clubs and societies (http://www.arc.unsw.edu.au/fun/clubs-societies/list)
• The Student Cookbook (http://www.arc.unsw.edu.au/read/student-cookbook)
• Jobs & opportunities (http://www.arc.unsw.edu.au/about/jobs-opportunities)

ENGLISH LEARNING RESOURCES

UNSW Learning Resources

• UNSW SDI 28 Strategies for improving your English
• UNSW SDI Language Exchange Program
• UNSW Conversation Café Groups
• UNSW Student Development Discussion Groups
• UNSW Institute of Languages

External English Learning Resources

• Sydney Multicultural Community Service provides free English Classes for anyone.
  • Address: 3 General Bridge Crescent, Daceyville NSW 2032
  • Phone: (02) 9663 3922
  • Email: info@sydneymcs.org.au

• Wild Street, Maroubra Anglican Church
  • Address: 18 Holden St, Maroubra 2035
  • Phone: (02) 9314 2500
  • Email: office@wildstreet.org.au

• International House Sydney provides free English Classes for over 18 students.
  • $50 Administration fee, please refer to the flyer.
  • Address: Level 1, 203 Clarence St, Sydney NSW 2000
  • Phone: (02) 9279 0733
  • Email: info@ihsydney.com.au
Self-service English Learning Resources

- UNSW the Learning Centre self-access resources online or at the Learning Centre office;
- Learning English Collection in Randwick City Library; and
- Online resources, further information please visit Randwick City Library website.
Appendix – Item 1
Arriving in Sydney - Under 18 Year Students Checklist (S1 2018)

Please visit our website https://student.unsw.edu.au/international

Please complete the following Checklist

✓ Confirm your arrival and flight details by completing the attached Arrival Notice and sending to under18@unsw.edu.au with a copy of your eticket.

✓ Book Airport Pick Up Service by completing the form located at https://student.unsw.edu.au/airport-pickup (Bookings will open on Monday 15 January 2018 and MUST BE RECEIVED by Thursday 8 February 2018, 3pm (Sydney Time).

✓ Arrive in Sydney no earlier than Monday 12th February 2018, the beginning of your CAAW, and no later than Thursday 15th February 2018, so you can attend the compulsory International Student’s Briefing Day.

✓ Go directly to your approved accommodation, on your arrival in Sydney. Please note, if your parents accompany you, you cannot stay overnight away from your approved accommodation without permission from Student Development International and your accommodation provider. Please contact under18@unsw.edu.au

✓ Visit Student Development International’s Welcome Centre https://student.unsw.edu.au/international-student-welcome-centre Please do this no later than 24 hours after your arrival.

✓ Register for the “International Students Briefing Day” Friday 16th February 2018 https://student.unsw.edu.au/iworkshop All day attendance is required

✓ Register for “Arrival Essentials” on either Tuesday 13th or Thursday 16th February https://student.unsw.edu.au/iworkshop OR Tuesday 20th or Thursday 22nd February http://www.planner.unsw.edu.au/eventDetail.php?event_id=1665

✓ Register for O Week and Faculty Welcomes https://student.unsw.edu.au/orientation

✓ Register for the mandatory “Under 18 Induction Day”, Friday 23rd July 9:30 to 3:30pm. https://student.unsw.edu.au/iworkshop

✓ Register for the mandatory Under 18s Sexual Health Workshops during Week 1 of the semester https://student.unsw.edu.au/iworkshop


✓ Contact under18@unsw.edu.au if you have any questions or concerns.
Appendix-Item 2

Notice of Arrival for Under 18 Year Students

SECTION 1: CONTACT DETAILS

Name:
Student ID:
Personal Email: Please write clearly
Mobile Phone:
Accommodation in Sydney:    Unilodge@UNSW             Unilodge Broadway
Please circle                       Urbanest Darling Square       Homestay

SECTION 2: ARRIVAL DETAILS

Arrival Date:                                                                Arrival Time:
Flight Details:                                                             Please attach a copy of eticket
Transport to Accommodation:       Airport Pickup Service:                  Other:
If other please specify:
I will be accompanied by:

SECTION 3: DECLARATION

I understand that on my arrival in Sydney I am under the conditions of the CAAW signed with UNSW. These conditions include;

1. On my arrival in Sydney I must go directly to my pre-arranged accommodation arriving at the time I advised.
2. I must follow the rules as set out by my accommodation provider from check in.
3. I have a 10:00pm curfew which I must comply with.
4. I cannot stay away overnight from my accommodation without permission from Student Development International and my accommodation provider.
5. I must visit Student Development International Welcome Centre in person within 24 hours of my arrival in Sydney.

Student’s Name: _____________________________________________
Student’s Signature: ___________________________________________
Parent’s Name: _______________________________________________
Parent’s Signature: ___________________________________________
Date: ______________________________
### Appendix - Item 3

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<thead>
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<th>Monday</th>
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### Session Planner

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<th>Exams</th>
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For each course enter all assessment deadlines with the following detail:

1. Type e.g. essay, lab report, critical review
2. Deadline
3. How much is it worth -%

- Do some weeks look overloaded?
- Can you reallocate some work to other less pressurised weeks?
- Workout when you have to start each assignment?
- Set some deadlines
- Pin your session planner somewhere visible
Appendix – Item 5

OVERNIGHT ABSENCE FORM FOR UNDER 18’s

Name: ____________________________________________ Room No: ____________

I will be leaving my room on __________/________/_______ and returning to UniLodge on __________/________/_______

Will anyone have access to your room while you are away? Yes ☐ / No ☐

If Yes please print their name & contact details below:

Name: ____________________________________________ Phone Number: ______________________

Address Details:

You must leave us with a contact name, telephone number(s) and full address of with whom and where you are staying so that your absence can be approved, prior to you leaving, and so that we can contact you in case of an emergency.

This form must be submitted to Reception for approval before 5pm on the intended day of your absence.

Contact Name ___________________________ Aged Over 18 years: Yes ☐ No ☐

Street: ___________________________ Suburb: ____________ Postcode: _________

Home Ph: ___________________________ Mobile Ph: ___________________________

Please include Photo ID including date of birth: ___________________________

Relationship: ___________________________

Tick to confirm:

☐ I understand that my Occupancy Fee must be paid to cover the time I am away from UniLodge.

☐ I understand that the Under 18 Curfew stipulated by UNSW still applies and that I must stay overnight at the address listed above (unless specific approval has been obtained from UniLodge).

Resident Signature: ___________________________ Date: ____________

Thank you for assisting us, enjoy your time away and we look forward to seeing you on your return.

* If you are going to be away for more than 2 nights, the following section must be completed and signed by your Parent/Guardian, (to confirm your approval of your absence) and returned to UniLodge prior to your departure.

Parent / Guardian Name (print): ___________________________

Signature: __________________________________ Date: ____________

No of Days Away: ____________

Office Use Only:

1. Received: ____________/_________/_______ Time: ____________ Entred in system: ____________/_________/_______ Time: ____________

2. Approval Required from Guardian/Parent: Yes ☐ No ☐ Received: Yes ☐ No ☐ Date: ____________/_________/_______

3. Resident currently on Restrictions: Yes ☐ No ☐

4. Overnight Absence: Approved ☐ Declined ☐ Notes: ___________________________

5. Approved by: ___________________________

UNSW U18 Approval Only

Name: __________________________________ Contact Details: ___________________________

Signature: __________________________________ Date: ____________/_________/_______
Appendix – Item 6

URBANEST OVERNIGHT ABSENCE FORM FOR UNDER 18’s

During Semester overnight absences are for Friday and Saturday nights only

Name: __________________________ Room No: __________________________

I will be leaving my room on Friday / / and

returning to URBANEST on Sunday / /

Address Details:
You must leave us with a contact name, telephone number(s) and full address of with whom and where you are staying. Please attach Photo ID showing date of birth.

This form must be submitted to Reception for approval before form on the intended day of your absence.

Contact Name: __________________________ Aged Over 18 years: Yes ☐ No ☐

Street: __________________________

Suburb: __________________________ Postcode: __________________________

Email: __________________________ Mobile Ph: __________________________

Tick to confirm:
☐ I understand that my Occupancy Fee must be paid to cover the time I am away from URBANEST.
☐ I understand that the Under 18 Curfew stipulated by UNSW still applies and that I must stay overnight at the address listed above.

Student Signature: __________________________ Date: / /

Office Use Only:
1. Received: / / Time: ______ Entered in system: / / Time: ______

2. Overnight Absence: Approved ☐ Declined ☐ Notes: __________________________

3. Approved by: __________________________

UNSW U18 Approval Only:

Name: __________________________

Yes ☐ No ☐

Signature: __________________________ Date: / /

Contact Details: __________________________
Appendix – Item 7

Student Development International
Under 18s Vacation and Pre-Departure Application

Vacation and Pre-departure – Conditions of Application

Instructions on how to apply
1. The form must be submitted no later than one week prior to your departure date.
2. Only complete applications will be accepted.
3. You are required to attach a copy of your ticket if you are returning home to your family.
4. You are required to attach a copy of your itinerary, accommodation address, name and contact details of who you will be travelling with and a letter of support from your parents if you are holidaying in Australia.
5. The form must be signed by your parents.
6. If approval is granted you will receive an email notification from your International Student Advisor.

SECTION 1: PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Student ID</th>
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</table>

<table>
<thead>
<tr>
<th>Given Name</th>
<th>Date of Birth</th>
<th>Telephone</th>
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<td>MMMM/YYYY</td>
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</tbody>
</table>

Please tick the appropriate box
☐ Mid-Semester Break
☐ End of Semester Vacation

SECTION 2: MID-SEMESTER BREAK/END OF SEMESTER BREAK

Please tick one of the following:

☐ I will be remaining in my approved Accommodation during the Mid-Semester Break/End of Semester Vacation
   Please complete Section 5

☐ I will be returning to my home country and care of my parents/guardian during the Mid-Semester Break/End of Semester Vacation
   Please complete Section 4 and 5

☐ I will be holidaying in Australia with a parent, sibling or grandparent
   Please complete Section 3 and 5

SECTION 3: TO BE COMPLETED BY STUDENT

Briefly explain your itinerary including dates and who you are travelling with.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
**SECTION 4: TO BE COMPLETED BY STUDENT**

<table>
<thead>
<tr>
<th>Complete flight details:</th>
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</thead>
<tbody>
<tr>
<td>Departure Date</td>
<td>DD / MMM / YYYY</td>
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<tr>
<td>Destination</td>
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<tr>
<td>eTicket Attached</td>
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<td>Return Date</td>
<td>DD / MMM / YYYY</td>
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<tr>
<td>Destination</td>
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<td>eTicket Attached</td>
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<td>Parents Email/Phone</td>
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<td>Parents address:</td>
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</table>

**SECTION 5: STUDENT AND/OR PARENT/LEGAL GUARDIAN DECLARATION**

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates, is correct. I hereby authorise the University to contact the professional authority concerned for the purpose of verifying any information he or she supplied. I acknowledge that the University will, where appropriate, advise the relevant Commonwealth Government authority of the outcome of this application. In signing this form I understand that the details are protected by the Privacy and Personal Information Protection Act 1998 (NSW).

**STUDENT SIGNATURE**

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<td>Student ID</td>
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**PARENT/LEGAL GUARDIAN SIGNATURE**

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<tr>
<td>Parent/Legal Guardian Name</td>
<td>Signature</td>
<td>DD / MMM / YYYY</td>
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</table>

Application forms NOT signed by the student and Parent/Legal Guardian WILL NOT be accepted. Please attach one of the following as proof of identity of your Parent/Legal Guardian.

**PARENTS/Legal GUARDIAN PROOF OF IDENTITY**

- [ ] Passport
- [ ] Driving License
- [ ] Photo ID

**SECTION 6: TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR**

<table>
<thead>
<tr>
<th>Approved</th>
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<td>If NO, reason</td>
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**INTERNATIONAL STUDENT ADVISOR**

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<tr>
<td>ISA Full Name</td>
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