

**VICTORIA  
UNIVERSITY**

**VU Campuses –  
Sydney & Brisbane**

# **Student guide 2024**



# Welcome to VU

On behalf of Victoria University, I extend a warm welcome to you to the VU Sydney and Brisbane Campuses.

Selecting an educational pathway is one of the most important decisions you will make. At VU, we offer you a high-quality academic experience, where you complete one subject at a time, through our innovative VU Block Model®. Learning is interactive, in workshop-style classes where you get to know your teacher and classmates, you will put theory into practice, apply your knowledge to real-world scenarios, and receive fast feedback on your assessments. You will be supported through your studies by our team of highly qualified academic and support staff as well as range of outstanding student services.

Whether you are studying for an undergraduate or postgraduate degree we understand students and know

what you need to ensure that you are successful in your learning. We support you in growing your capabilities, pursuit of knowledge, skills, and connections. As a student you are an important part of our diverse and cosmopolitan educational community, where we value the intellectual and creative energy that you bring to our campus.

I look forward to meeting you on campus soon.

Celina Chopard  
Director and Principal  
Sydney and Brisbane Victoria University

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## Student charter

The student charter represents a spirit of goodwill between the University and students that reflects the sentiment of mutual obligation for genuine support and action. We ask that all staff and students model their behaviour to reflect our values.

For more information visit [vu.edu.au/current-students/new-to-vu/getting-started-at-vu/student-charter](https://vu.edu.au/current-students/new-to-vu/getting-started-at-vu/student-charter)

## About this guide

VU Sydney and VU Brisbane reserve the right to alter any course, dates, procedure, regulation or fee. Students should carefully read all official correspondence and consult student services as necessary.

For the latest information visit [vu.edu.au/vu-sydney](https://vu.edu.au/vu-sydney) or [vu.edu.au/vu-brisbane](https://vu.edu.au/vu-brisbane)



In partnership with the Education Centre of Australia, Victoria University delivers higher education programs in Sydney and Brisbane.

# Important dates: higher education diploma and undergraduate programs

## 4 - Week block study dates

### Summer block

15 January - 9 February 2024  
Teaching date

Last day to add units:  
17 January  
Census: 22 January

12 February 2024

Results published

### Winter block

1 July - 26 July 2024  
Teaching date

Last day to add units:  
3 July  
Census: 8 July

29 July 2024

Results published

### Semester 1 - Block 1

19 February - 15 March 2024  
Teaching date

Last day to add units:  
21 February  
Census: 26 February

18 March 2024

Results published

### Semester 2 - Block 1

29 July - 23 August 2024  
Teaching date

Last day to add units:  
31 July  
Census: 5 August

26 August 2024

Results published

### Semester 1 - Block 2

18 March - 19 April 2024  
Teaching date

Last day to add units:  
20 March  
Census: 25 March

22 April 2024

Results published

### Semester 2 - Block 2

26 August - 20 September  
2024  
Teaching date

Last day to add units:  
28 August  
Census: 2 September

23 September 2024

Results published

### Semester 1 - Block 3

29 April - 24 May 2024  
Teaching date

Last day to add units:  
1 May  
Census: 6 May

27 MAY 2024

Results published

### Semester 2 - Block 3

30 September - 25 October  
2024  
Teaching date

Last day to add units:  
2 October  
Census: 7 October

28 October 2024

Results published

### Semester 1 - Block 4

27 May - 21 June 2024  
Teaching date

Last day to add units:  
29 May  
Census: 3 June

24 June 2024

Results published

### Semester 2 - Block 4

28 October - 22 November  
2024  
Teaching date

Last day to add units:  
30 October  
Census: 4 November

25 November 2024

Results published

# Important dates: postgraduate programs

## 8 - Week block study dates

### Block 1

19 February - 19 April 2024  
Teaching date

Last day to add units:  
23 February  
Census: 4 March

22 April 2024

Results published

### Block 2

29 April - 21 June 2024  
Teaching date

Last day to add units:  
3 May  
Census: 13 May

24 June 2024

Results published

### Block 3

29 July - 20 September 2024  
Teaching date

Last day to add units:  
2 August  
Census: 12 August

23 September 2024

Results published

### Block 4

30 September - 22 November  
2024  
Teaching date

Last day to add units:  
4 October  
Census: 14 October

25 November 2024

Results published

### Block 5

25 November - 7 February  
2025  
Teaching date

Last day to add units:  
29 November  
Census: 16 December

23 Dec 2024 to 10 Jan 2025

Study break

10 February 2025

Results published

### NSW Public holidays 2024

1 January	New Year's Day
26 January	Australia Day
29 March	Good Friday
30 March	Easter Saturday
31 March	Easter Sunday
1 April	Easter Monday
25 April	Anzac Day
10 June	King's Birthday
7 October	Labour day
25 December	Christmas Day
26 December	Boxing Day

### QLD Public holidays 2024

1 January	New Year's Day
26 January	Australia Day
29 March	Good Friday
30 March	Easter Saturday
31 March	Easter Sunday
1 April	Easter Monday
25 APRIL	Anzac Day
6 May	Labour day
14 August	Royal Queensland Show
7 October	King's Birthday
25 December	Christmas Day
26 December	Boxing Day

### University closure/Holidays

25 December 2024 to 3 January 2025

### Study break

23 December 2024 to 10 January 2025



# Enrolment

Enrolment is an essential part of university life. All students have a responsibility to enrol in the required units as per their course structure, and in time for the start of their study period (see Important Dates).

View the course structures at [vu.edu.au/vu-sydney/courses-at-vu-sydney](https://vu.edu.au/vu-sydney/courses-at-vu-sydney)

[vu.edu.au/vu-brisbane/courses-at-vu-brisbane](https://vu.edu.au/vu-brisbane/courses-at-vu-brisbane)

Students should contact their course coordinator for specific unit advice. You can find their contact details at [vu.edu.au/vu-sydney/contact-vu-sydney](https://vu.edu.au/vu-sydney/contact-vu-sydney)

[vu.edu.au/vu-brisbane/contact-vu-brisbane](https://vu.edu.au/vu-brisbane/contact-vu-brisbane)

International students must maintain a full-time study load to ensure completion of studies within the designated time frame of their eCoE.

Commencing international students who do not enrol in their designated commencing study period are reported to the Department of Home Affairs (DHA) for 'non-commencement of studies'. Similarly, continuing international students who do not re-enrol in future study periods are reported for 'failure to re-enrol'.

If you need enrolment assistance during your studies, please contact us at [enrolments@vusydney.edu.au](mailto:enrolments@vusydney.edu.au) or [enrolments.vubrisbane@vu.edu.au](mailto:enrolments.vubrisbane@vu.edu.au) for enrolment advice.

Initial enrolment information can be found at [vu.edu.au/vu-sydney/current-students-at-vu-sydney/first-time-enrolment-orientation-at-vu-sydney](https://vu.edu.au/vu-sydney/current-students-at-vu-sydney/first-time-enrolment-orientation-at-vu-sydney)

[vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/first-time-enrolment-orientation-at-vu-brisbane](https://vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/first-time-enrolment-orientation-at-vu-brisbane)

Important dates for enrolment for the rest of 2024 can be found at [vu.edu.au/vu-sydney/current-students-at-vu-sydney/vu-sydney-timetables-calendars](https://vu.edu.au/vu-sydney/current-students-at-vu-sydney/vu-sydney-timetables-calendars)

[vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/vu-brisbane-timetables-calendars](https://vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/vu-brisbane-timetables-calendars)

## Course duration

International students are required to enrol in a full-time study load to complete their course within the expected duration outlined in their Confirmation of Enrolment (CoE). A full-time study load is 4 units per semester, with 8 units to be taken in an academic calendar year.

## Accessing your timetable

Timetables and class locations are self-managed via MyVU. You will need to enrol in each unit and then complete an allocation to a specific class timetable. You can use the timetable planner at [timetable-planner.vu.edu.au/](https://timetable-planner.vu.edu.au/) to help plan your timetable.

## Changing your enrolment

Enrolment is self-managed via MyVU. As you progress from block to block, you may vary your unit selection if required. You can amend your enrolment without penalty until the

enrolment deadlines outlined on pages 4 and 5.

All information on changing your enrolment can be accessed at [vu.edu.au/vu-sydney/current-students-at-vu-sydney/change-your-vu-sydney-enrolment](https://vu.edu.au/vu-sydney/current-students-at-vu-sydney/change-your-vu-sydney-enrolment)

[vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/change-your-vu-brisbane-enrolment](https://vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/change-your-vu-brisbane-enrolment)

The University has a legal responsibility to report any changes to your enrolment to the DHA. This includes changes in your study load and also when you have completed your studies with the University. If a variation to your enrolment at the University is reported to the DHA, you are advised to contact them directly to discuss your student visa options.

Contact details for the DHA can be found at [homeaffairs.gov.au](https://homeaffairs.gov.au)

## Reduced study load

Applications for a reduced study load can only be accepted in the following circumstances:

- **Course structure** - If you are unable to enrol in a full-time study load due to the structure of your course or if a unit of study becomes unavailable.
- **Academic progress** - If you are at risk of making unsatisfactory progress, and academic staff recommend a reduced study load to help you meet course requirements.
- **Compassionate circumstances** - If you are unable to study a full-time load due to illness, injury, bereavement of close family members or involvement in a traumatic experience.

The University will notify the DHA when you have been granted a reduced study load that affects your course duration.

To apply, international students must complete a Reduced Study Load form along with the Unit of Study Amendment form found at:

[vu.edu.au/vu-sydney/current-students-at-vu-sydney/student-forms-vu-sydney](https://vu.edu.au/vu-sydney/current-students-at-vu-sydney/student-forms-vu-sydney)

[vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/student-forms-vu-brisbane](https://vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/student-forms-vu-brisbane)

Please note that you will need to provide supporting documentation as part of this process.

There is more information on changing your study load at [vu.edu.au/current-students/your-course/enrolment/change-your-enrolment/change-your-study-load](https://vu.edu.au/current-students/your-course/enrolment/change-your-enrolment/change-your-study-load)

## Non-enrolment and withdrawals

Your student enrolment details must be finalised for each semester by the census date. If you withdraw from your units, you may incur financial and academic penalties. For more details regarding census dates for 2024 please visit [vu.edu.au/vu-sydney/current-students-at-vu-sydney/vu-sydney-timetables-calendars](https://vu.edu.au/vu-sydney/current-students-at-vu-sydney/vu-sydney-timetables-calendars)

[vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/vu-brisbane-timetables-calendars](https://vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/vu-brisbane-timetables-calendars)

## Deferring your course intake

Deferring your course intake is available only to commencing students. If you wish to defer your course, you are required to complete a Defer Your Studies/Change of Course Preference form and submit it to admissions before your scheduled enrolment session at [apply@vusydney.edu.au](mailto:apply@vusydney.edu.au)

[apply.vubrisbane@vu.edu.au](mailto:apply.vubrisbane@vu.edu.au)

Please note:

- It is not possible to apply for deferral after you have enrolled in units.
- If your course is not available in subsequent intakes, you may need to negotiate an alternative study option.
- Applicants should not enrol before deferring. A deferral is a guarantee that the place of offer will be available for the applicant to enrol, subject to course availability.

The Defer Your Studies/Change of Course Preference form can be found at

[vu.edu.au/vu-sydney/current-students-at-vu-sydney/change-your-vu-sydney-enrolment](https://vu.edu.au/vu-sydney/current-students-at-vu-sydney/change-your-vu-sydney-enrolment)

[vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/change-your-vu-brisbane-enrolment](https://vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/change-your-vu-brisbane-enrolment)

## Leave of absence

In some limited circumstances, you may need time away from your studies. This is known as leave of absence. We advise you to speak to the student services team before you apply.

You can request an appointment by contacting us at [studentservices@vusydney.edu.au](mailto:studentservices@vusydney.edu.au)

[studentservices.vubrisbane@vu.edu.au](mailto:studentservices.vubrisbane@vu.edu.au)

You may be eligible to apply for leave of absence if you have been affected by:

- serious illness or injury (evidence: detailed medical certificate outlining severity of illness)
- death of a close family member (parent, sibling, spouse, or child) (evidence: death certificate)
- involvement in a traumatic experience (e.g being a victim of, or witnessing, a serious crime or critical incident) (evidence: police report)
- political upheaval or natural disaster in home country requiring emergency travel (evidence: notification from the Department of Foreign Affairs and airline ticket)
- unavailability of pre-requisite units due to unusual course structure or provider default (evidence: college email confirming unusual course structure or provider default)
- military service in home country (evidence: official notice from the home government department managing conscription).

Your leave of absence application is subject to approval. If you decide to apply, you must submit an application with certified or original copies of any relevant supporting documents such as death or medical certificates.

Your application for leave of absence must be received by the census dates. The University will notify the DHA that you have been granted a leave of absence. It may affect your student visa. For advice, please phone the DHA on 131 881.

## CoE extensions

Some students may require an extension of their CoE. Applications for CoE extensions should be lodged at least six weeks before your student visa expires by completing an international request for a Confirmation of Enrolment (CoE) Extension Application form.

There is more information on CoE extension application at [vu.edu.au/current-students/your-course/enrolment/change-your-enrolment/confirmation-of-enrolment-coe-extension](https://vu.edu.au/current-students/your-course/enrolment/change-your-enrolment/confirmation-of-enrolment-coe-extension)

## Change of personal details

It is important that personal details are kept current as important information will be sent to the nominated address for correspondence. VU also sends email and SMS messages when necessary so it is important that you also update this information.

Students can change contact details via the following:

## MyVU

1. Log in via [myvu.edu.au](https://myvu.edu.au)
2. Enter your student ID and password.
3. Click on My Details.
4. Click on Personal Profile.
5. Make the changes and save.

## In person

Collect a Personal Details Amendment form from student services or download the form at

[vu.edu.au/vu-sydney/current-students-at-vu-sydney/student-forms-vu-sydney](https://vu.edu.au/vu-sydney/current-students-at-vu-sydney/student-forms-vu-sydney)

[vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/student-forms-vu-brisbane](https://vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/student-forms-vu-brisbane)

Amendments to change of name, title, date of birth and gender must be done in person by submitting the Personal Details Amendment form together with supporting documents such as (passport, birth certificate...) to student services. You will also be asked to show your student ID card. Any awards/certificates produced at the conclusion of your course will be issued under the new amended name.

# Credit (advanced standing)

Applying for credit (advanced standing) is the process used to recognise current and prospective students' equivalent past study and relevant experiences, which may reduce the time to complete your chosen course at Victoria University Sydney.

Please note that the deadline for receiving credit (advanced standing) applications for 2024 is before the intake start date. Applications received after this date will only be assessed and processed the next study period.

It is important to note that your electronic Confirmation of Enrolment (eCoE) end date will be shortened should your credit approval reduce your course duration by more than one semester. This may also affect your student visa expiry date – you can check on this through the Visa Entitlement Verification Online (VEVO) on the Department of Home Affairs at [homeaffairs.gov.au](https://homeaffairs.gov.au)

For enquiries please contact [credit@vusydney.edu.au](mailto:credit@vusydney.edu.au)

## Eligibility

All students enrolled in higher education courses at VU Sydney and Brisbane are eligible to apply for credit (credentialed or experiential).

## Supporting documentation

You will need to provide details for your previous study, work or life experience, including how it satisfies the learning outcome for the units, you have requested as credit. For example:

- A copy of your official academic or completion transcript(s) and unit descriptions.
- A current copy of your CV or resume. Refer to the checklist on page five of the credit application (in MyVU portal) for the full list of supporting documentation required.

We do not require original documents. However, you may be asked to show original documents at a later stage. Copies do not have to be certified, but must be true and accurate.

If your academic records are from overseas or private institutes, certified copies must be provided from the appropriate government body or professional association recognised in Australia (or an equivalent authority for students studying offshore). Documents in languages other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent body for offshore students.

We may contact your former institution(s) and your current and former employers for further information or clarification of your credit application.

[vu.edu.au/study-at-vu/courses/credit-for-skills-past-study/applying-for-credit-advanced-standing](https://vu.edu.au/study-at-vu/courses/credit-for-skills-past-study/applying-for-credit-advanced-standing)

# International student fees and charges

As a VU student, you are required to pay international student fees for your program of study. Fees and charges vary depending on your course. The total course fees are outlined in your Written Agreement but please note that these amounts are indicative only. Incremental annual course fee changes are usually around 3% and will never exceed 8%. Confirmed fees will be published by November of the preceding calendar year on the VU Sydney and Brisbane website.

When you enrol or re-enrol you will receive an invoice. This details all fees and charges and the due date for payment. All fees are listed in Australian dollars (A\$), are indicative and are subject to change.

Payment options are listed on your invoice. The University will invoice you (or your sponsor) each semester according to your enrolment in that semester. Course fees are subject to an annual increase. This is common practice in the higher education industry in Australia. VU reserves the right to annually adjust course fees to take into account increases in university and course delivery costs. Course tuition fees are invoiced per semester based on the enrolment for that particular semester.

If your fees are not paid by the due date, your enrolment can be cancelled and this will affect your student visa. VU is required to report any student who is no longer enrolled to the DHA. If cancellation of enrolment is reported to DHA by the University, you will need to contact DHA directly to discuss your student visa options.

## International student refunds

International students who have paid their tuition fee upfront for a given semester and withdraw before the census date may be entitled to a full or partial refund according to the International Student Refund Policy. See more information at [vu.edu.au/vu-sydney/current-students-at-vu-sydney/student-forms-vu-sydney](https://vu.edu.au/vu-sydney/current-students-at-vu-sydney/student-forms-vu-sydney)

[vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/student-forms-vu-brisbane](https://vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/student-forms-vu-brisbane)



# Meet the teams

## Student services

This team can assist with the following items:

- AskVU
- Student email
- Student ID card
- Student applications (academic transcript/testamur/personal details amendment)
- Graduation information
- Student welfare and counselling services
- Student complaints and resolution
- Student social events and activities.

## Student administration services

This team can assist with the following items:

- Enrolment assistance
- Tuition fee inquiries
- Special consideration
- MyVU
- eCoE inquires
- Payment inquiries.

## Academic services

This team can assist with the following items:

- Allocate+ software used to assign to a timetable
- Class timetable and location.

## Course coordinators

This team can assist with the following items:

- Course advice
- Enrolment mapping
- Review of assessment
- Academic grades inquiries
- Unit of study amendment
- Assessment feedback
- Extension of assignment requests
- VU Collaborate

## Learning support team

This team can assist with the following items:

- Research skills
- Study skills
- Academic writing
- Academic integrity
- Referencing skills
- Librarian assistance
- VU online library assistance
- Library books.

## Student counselling service

In partnership with the Education Centre of Australia (ECA), a counselling service is available to VU Sydney students. This service is free of charge. Our appointed counsellor is an expert in international student related issues. Appointments can be organised through student services or by emailing [counselling@vusydney.edu.au](mailto:counselling@vusydney.edu.au)

## Student welfare service

Student welfare services are available to students to assist when anything gets in the way of your studies. Our dedicated student services team can assist you in the provision of an advocate, mediator or support person if you need assistance with issues such as:

- applying for leave of absence
- payment plans for tuition fees
- enquiries on Overseas Student Health Cover (OSHC)
- applying for reduced study load.

The student services team is also available to provide advice related to the following items:

- notification of a student progress issue
- being identified 'at risk'
- academic or general misconduct issues
- on-campus activities and social events.

You can contact the student services team at [studentservices@vusydney.edu.au](mailto:studentservices@vusydney.edu.au)

[studentservices.vubrisbane@vu.edu.au](mailto:studentservices.vubrisbane@vu.edu.au)

## Accommodation

Staying in student accommodation takes the stress out of finding a place to live – VU Sydney and Brisbane offer convenient, safe and friendly university accommodation.

VU Sydney and Brisbane have partnered with Australian Homestay Network which provides the highest quality homestay experiences in Australia, ensuring that each of our guests begin their Australian experience on the right foot.

For more information on services that are provided visit the website [www.homestaynetwork.org/contact-us/](http://www.homestaynetwork.org/contact-us/)



# Tools and IT services

Once you are successfully enrolled, your IT access account is created. The best place for the latest information on services available is: [vu.edu.au/current-students/new-to-vu/student-tools-it-services/student-email](https://vu.edu.au/current-students/new-to-vu/student-tools-it-services/student-email)

This section provides information on default login details and how to get help for systems used within VU. It also provides login support for VU Collaborate and MyVU.

## Online ID card submission

To obtain your digital student ID card, please submit your photo online: [login.vu.edu.au](https://login.vu.edu.au)

Your ID photo will be uploaded to your VU App where you will be able to access your 'My Digital ID Card' via the Profile tab. VU App is available worldwide.

Please ensure you have access to your digital ID card when attending campus.

If you have any accessibility needs, please contact the student services to discuss support options.

## Student email – Microsoft Live

VU provides you with a free email account upon enrolment. You will have access to:

- 50GB of email storage
- instant messaging and photo-sharing
- calendars.

As a student, you must regularly check your account for updates on the management of your course as well as key student administration matters such as census dates, results, re-enrolment, fees and graduations.

Your lecturers will send emails to your university email contact.

VU services and support use the student email to provide updates and outcomes to inquiries. You are strongly encouraged to use your student email account as your primary account to ensure you are receiving important communications from the VU community.

## How to access Microsoft Live email

Information on accessing your email account can be found by clicking on the student email link at [vu.edu.au/student-tools](https://vu.edu.au/student-tools)

## The VU App

The Victoria University App is designed for all current students.

It provides a handy portal to all of your essential digital systems so you can keep track of your classes, assignments, essential activities, results and more.

Download the Victoria University App from the **Apple App store** or **Google Play store** to get started!

It is recommended that you download this app during your enrolment session.

## MyVU

MyVU allows you to view all your profile details, results and facilitate a year-long enrolment. You can modify the portal view using drag and drop, add content, add and remove tabs, and so on.

MyVU can be accessed at [myvu.edu.au](https://myvu.edu.au)

### NEW STUDENTS

<b>LOGIN:</b> s<student ID number > @live.vu.edu.au e.g.. s1234567	<b>LOGIN:</b> s<student ID number > @live.vu.edu.au eg. s1234567
<b>PASSWORD:</b> date of birth format: Tempddmmyyyy	<b>PASSWORD:</b> existing MyVU Password

### CONTINUING STUDENTS

If you have difficulties, contact the ITS Service Desk at [servicedesk@vu.edu.au](mailto: servicedesk@vu.edu.au) or +61 3 9919 2777 or submit a question on ASKVU.

## ASKVU

ASKVU is an interactive web portal for current VU students to view frequently asked questions (FAQs) and make and manage enquiries. You can log in or search ASKVU at any time to find answers to your questions, or to ask a question. Your question will be responded to within one business day, excluding weekends and university and public holidays.

ASKVU provides answers to questions about special consideration, student ID cards, graduations, alumni/graduates and library for onshore students. For more information, visit [vu.edu.au/askvu](https://vu.edu.au/askvu)

## Setting up an ASKVU account

To make enquiries specifically related to your personal enrolment record or circumstances you will need to set up an ASKVU account.

## Log into ASKVU

You need to log in (using your username and password) if you want to make an enquiry. Responses from ASKVU are emailed to your university email account.

## ITS service desk help

Contact ITS service desk at VU Melbourne on +61 3 9919 2777 if you:

- have issues logging in
- experience system errors or technical errors
- cannot find information related to your issues and continue to have problems.

## For help relating to VU Collaborate:

- contact your lecturer/unit coordinator
- go to the VU Collaborate Student Help site (also available within VU Collaborate under the Support link)
- contact VU Sydney student services.







# Academic services

## VU Collaborate

Victoria University encourages and supports online learning through our learning management system (LMS) called VU Collaborate. This system allows you to:

- locate the link for Zoom classroom by going to the relevant unit learning space and clicking the 'Communication' menu (for classes offered as hybrid delivery only)
- view content and materials related to your studies
- upload and conduct assessments online, such as assignment submission and quizzes
- communicate and collaborate with your peers, tutors and instructors
- stay up-to-date with your learning progress.

## Logging in

- We recommend that you use Google Chrome as the preferred browser.
- Use MyVU to log in to VU Collaborate.
- Log in with your 's' number (s1234567) @live.vu.edu.au and your password.
- Once logged in to MyVU, click on the 'VU Collaborate' link under 'My Learning'.

**LOGIN:**  
 s<student ID number > @live.vu.edu.au  
 eg. s1234567

**PASSWORD:**  
 existing MyVU Password



## Units or online spaces

All students have access to a Student Induction Space. The Student Induction Space allows you to try out VU Collaborate as a student and learn more about the common tools that can support you in your studies.

Other units or online spaces will be available on VU Collaborate one week before semester begins – if you are unsure about anything, ask your block facilitator.

Your previous units and courses are now on VU Collaborate, unless otherwise specified by your instructor.

## Help and troubleshooting

Use the VU Collaborate help site for information on:

- supported browsers
- computer requirements
- general troubleshooting
- understanding VU.

You can also access further information on VU Collaborate at [vu.edu.au/current-students/new-to-vu/student-tools-it-services/vu-collaborate](https://vu.edu.au/current-students/new-to-vu/student-tools-it-services/vu-collaborate)

## VU library Services

The library provides students with required textbooks for each unit we deliver. The learning support team can assist you with accessing the VU online library resource. The Learning Hub is the ideal place to seek assistance and get started on your academic journey.

## Academic integrity

As you start or continue your studies at Victoria University, you need to complete academic integrity modules online.

The academic integrity modules enable you to become familiar with the concept of academic integrity: what it means and why it is important to present authentic work and acknowledge the work of others.

We strongly encourage you to complete these modules so that you can prepare for an exciting and rewarding academic journey.

[vu.edu.au/about-vu/news-events/news/studying-with-academic-integrity-complete-online-modules](https://vu.edu.au/about-vu/news-events/news/studying-with-academic-integrity-complete-online-modules)

## Originality check

Victoria University now uses Turnitin for the checking of originality and plagiarism in student's assessment submissions.

A test Dropbox is available in the Student Induction on VU Collaborate. You can access your originality report via the navbar Assessments > Dropbox – Originality Check (after submitting your document to dropbox).

Turnitin can spot instances of plagiarism and contract cheating through the detection and analysis of paraphrasing and text manipulation, cross-language text-matching and the detection of inconsistent writing style.

There is a link to Turnitin Feedback Studio below about what you can expect to see and how you can use it. [vucollaboratehelp.vu.edu.au/help-guides/assessment/turnitin-feedback-studio/805-enabling-the-turnitin-similarity-report](https://vucollaboratehelp.vu.edu.au/help-guides/assessment/turnitin-feedback-studio/805-enabling-the-turnitin-similarity-report)

For more information, visit [studentvucollaboratehelp.vu.edu.au/student-guides/assessments/similarity-report](https://studentvucollaboratehelp.vu.edu.au/student-guides/assessments/similarity-report)

## Short extensions & special consideration

If you are struggling to submit an assignment due to unexpected circumstances, you may be able to apply for a short extension or special consideration.

For further information, visit [vu.edu.au/current-students/your-course/assessments-progress-through-your-course/short-extensions-special-consideration](https://vu.edu.au/current-students/your-course/assessments-progress-through-your-course/short-extensions-special-consideration)

Reasons for short extensions and special consideration may be:

- bereavement of an immediate family member
- medical reasons (either yourself or someone in your immediate family)
- personal trauma or crisis (e.g. victim of crime, severe disruption to domestic arrangements)
- serious illness or psychological condition (e.g. hospital admission, serious injury/illness, severe anxiety or depression)
- severe family issue.

Once the application for special consideration has been assessed, students will be notified of the outcome within five business days of receipt of the application. The outcome notification will be sent to your VU email address.

It is advised to give careful attention to special consideration applications. Any incomplete or late forms will be rejected unless exceptional circumstances apply.

# Academic progression

There is a course coordinator assigned to each course at VU Sydney for students to consult at any point during their studies. Course coordinators are responsible for:

- providing students with accurate information about course progression and degree requirements
- assisting students in understanding academic policies and procedures
- helping students access academic resources which will enhance their ability to be academically successful
- assisting students in overcoming educational and personal problems via referral to counselling or learning support.

You can find your course coordinator contact details at [vu.edu.au/vu-sydney/contact-vu-sydney](https://vu.edu.au/vu-sydney/contact-vu-sydney)

[vu.edu.au/vu-brisbane/contact-vu-brisbane](https://vu.edu.au/vu-brisbane/contact-vu-brisbane)

## Students at risk

A student is designated 'at-risk' when they require academic assistance as a result of:

- unsatisfactory academic results identified by student progress guidelines
- a self-review and subsequent declaration that support is needed
- observational assessment by teaching staff that the student appears to be vulnerable in terms of achieving satisfactory learning progress.

## Progress requirements for onshore international students

The academic progress of Higher Education students' coursework is regularly reviewed by the University. Progress is considered unsatisfactory if you:

- fail any two units or more in your course
- fail the same unit more than once.

Students who fail to make satisfactory academic progress can risk having their eCoE cancelled, which can then affect their student visa.

Student progress rules can be found at [vu.edu.au/current-students/your-course/assessments-progress-through-your-course/student-progress](https://vu.edu.au/current-students/your-course/assessments-progress-through-your-course/student-progress)

## Tutoring service

If at any point you feel you need some assistance with your study and want to improve your understanding of a unit, VU Sydney and Brisbane provides a free tutoring service for all students.

The learning support team can arrange access to peer tutors.

Contact details can be found at

[vu.edu.au/vu-sydney/contact-vu-sydney](https://vu.edu.au/vu-sydney/contact-vu-sydney)

[vu.edu.au/vu-brisbane/contact-vu-brisbane](https://vu.edu.au/vu-brisbane/contact-vu-brisbane)

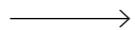
## Policies

Please familiarise yourself with the University's policies that relate to you as a student. Policies include:

- Student Charter
- Academic Integrity Policy
- Enrolment - Onshore
- International Student Refund Policy
- Student Progress rules
- Complaint Resolution
- Student Equity and Social Inclusion
- Learning and Teaching
- Children on Campus
- Copyright Material (Use of)
- Use of Email (Staff and Students)
- Privacy.

You can view all University policies at [policy.vu.edu.au](https://policy.vu.edu.au)

Meet VU student  
Preksha



# Health and safety

## What can you do to keep safe?

Be informed – VU has work health and safety policies and procedures to reduce the likelihood of students and staff being put at risk.

At VU we all acknowledge our responsibilities and obligations under the Work Health and Safety Act 2011.

We will take reasonable and practicable precautions to manage hazards and risks for the health of students and staff. VU is committed to constantly working towards maintaining a safe university. Achieving these key objectives requires:

- acceptance of WHS responsibilities by everyone at VU
- consultation with all stakeholders including staff, students and contractors
- continuous improvement based on sound safety management and planning
- provision of resources to further develop, monitor and maintain the effective management of health and safety.

## Campus access

Please note that VU Sydney students are asked to enter and exit the building via the student access doors, located to the right of the main building foyer. The friendly student services team will be ready to greet you there.

Climb the stairs and access the lift on the right hand side for access to upper levels.

## Evacuation procedure

In case of an emergency, there is a map on each level of the campus, showing the nearest assembly point.

Leave your classroom in an orderly fashion and pay attention to your teacher/lecturer and/or the emergency warden coordinating the evacuation. Remember the following important points:

- Don't panic.
- Do not use the lifts under any circumstances.
- Leave by the nearest safe exit to your room.
- Regroup with your class members and your emergency warden/teacher/lecturer at the designated assembly point or area designated by the fire wardens as soon as you are clear of the building.
- Do not re-enter the building under any circumstances until the "All Clear" signal has been given by the Fire Brigade or Fire Warden.

## Medical emergency

If a situation is life threatening, follow these procedures:

- Contact Emergency Services first on 000.
- Remember to clearly state your location street address and the nature of the emergency. Be prepared to answer other questions. Do not hang up unless advised to do so by the Ambulance Service.
- A 24-hour emergency hotline is also available to you through

your OSHC policy (if your policy is with our preferred provider Allianz Global Assistance). The contact phone number for this service is 1800 814 781.

- All incidents, near misses and any first aid given are to be reported to your teacher/lecturer and must be recorded, regardless of severity of outcome.
- A University Incident Report form is to be completed by your teacher/lecturer.

## Theft prevention

Thieves are opportunistic and there are many ways to reduce the chance of being a victim of theft by taking a few simple steps:

- Mark your property using a permanent dye and record any serial numbers, makes, models, colour, value etc. This will help in the identification of your property.
- Make property difficult to steal by using locks to secure computer notebooks and similar equipment.
- If working in a library or open area, don't leave bags, phones, wallets or computers unattended.
- Be alert to suspicious people in your work area. If you see anyone that looks suspicious, contact student services.

## Personal safety

All staff and students are entitled to feel safe and secure, whether you are on campus, at home, on public transport or just in your local community. An important part of feeling safe is to develop a personal safety plan. This may be as simple as thinking about what you would do and where you would go if confronted by a potential attacker. Planning ahead will help you to think clearly:

- Be aware of your surroundings and know where you are going.
- If walking at night, walk with a group or a friend and keep to well-lit paths and roads.
- Be aware of who is behind you when using ATMs.
- Avoid travelling alone at night.
- Carry a mobile phone when you are travelling.
- Make sure someone knows your whereabouts.
- Stand in an area which is brightly lit.
- Sit close to train guard's compartment, identified by the blue light outside the carriage.
- Sit near other passengers and do not isolate yourself.

## IN THE EVENT OF AN EMERGENCY DIAL

# 000

This number will direct you to Police, Fire or Ambulance and should only be used in emergencies.

# Multiple study periods

This table highlights our multiple study options available in your course. Diploma and undergraduate students take 1 unit at a time in 4-Week blocks. Students will take 4 units per semester. There are options to fast-track studies by taking additional study periods in Summer and Winter Blocks.

Postgraduate students take 2 units at a time in 8-Week blocks. There are 28-Week blocks per semester and students take 4 units each semester. There is an additional optional study period named 8-Week Block 5 that runs from November to February of following year.

Remember that international students are required to complete 8 units in a full academic year, and must complete studies within the time frame of your COE.

For intake dates, please refer to the course pages on our website. You can also check the timetables and calendar at [vu.edu.au/vu-sydney/current-students-at-vu-sydney/vu-sydney-timetables-calendars](http://vu.edu.au/vu-sydney/current-students-at-vu-sydney/vu-sydney-timetables-calendars)

[vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/vu-brisbane-timetables-calendars](http://vu.edu.au/vu-brisbane/current-students-at-vu-brisbane/vu-brisbane-timetables-calendars)



## Connect and collaborate

Your classes are held in interactive learning spaces. You'll collaborate with your classmates and get real-time feedback on your assessments as you progress. It's a way of learning that connects you to other students, to your teachers and to industry partners – and ultimately your chosen career.

## How VU Block Model® works

### 4-Week model: All Diploma and undergraduate programs

Semester 1				Winter Block (Optional) 1 Jul – 26 Jul	Semester 2				Summer Block (Optional) 4 Nov – 24 Jan
Block 1 19 Feb – 15 Mar	Block 2 18 Mar – 19 Apr	Block 3 29 Apr – 24 May	Block 4 27 May – 21 Jun		Block 1 29 Jul – 23 Aug	Block 2 26 Aug – 20 Sep	Block 3 30 Sep – 25 Oct	Block 4 28 Oct – 22 Nov	
Assessments	Assessments	Assessments	Assessments	Assessments	Assessments	Assessments	Assessments	Assessments	Assessments

### 8-Week model: All Postgraduate courses\*

Semester 1		Winter Break	Semester 2		Summer Block (Optional) 25 Nov – 7 Feb
Block 1 19 Feb – 19 Apr	Block 2 29 Apr – 21 Jun		Block 3 29 Jul – 20 Sep	Block 4 30 Sep – 22 Nov	
Assessments	Assessments		Assessments	Assessments	Assessments

Our higher education courses are taught through our award-winning VU Block Model®. An innovative and internationally recognised teaching and learning model, it has a proven track record of academic and career success for our students.

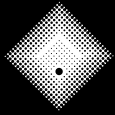
The VU Block Model® is different to other learning methods as it allows you to focus on one or two subjects at a time, rather than studying multiple subjects at once.

This means you'll have more time to get to know your teachers and classmates, put theory into practice, apply your knowledge to real-world scenarios, and build the skills and confidence needed to enter your chosen career.



See how the VU Block Model® works

\*Graduate Diploma of Early Childhood is delivered using 4-Week blocks.



# VICTORIA UNIVERSITY



## We're here for you



### Sydney Campus

Ground Floor, 160-166 Sussex Street,  
Sydney NSW 2000



[apply@vusydney.edu.au](mailto:apply@vusydney.edu.au)



[vu.edu.au/vu-sydney](http://vu.edu.au/vu-sydney)



### Brisbane Campus

269 Wickham Street, Brisbane  
QLD 4006, Australia



[apply.vubrisbane@vu.edu.au](mailto:apply.vubrisbane@vu.edu.au)



[vu.edu.au/vu-brisbane](http://vu.edu.au/vu-brisbane)



Victoria University acknowledges, recognises and respects the Ancestors, Elders and families of the Bunurong/Boonwurrung, Wadawurrung and Wurundjeri/Woiwurrung of the Kulin Nation who are the Traditional Owners of University land in Victoria, the Gadigal and Guring-gai of the Eora Nation who are the Traditional Owners of University land in Sydney, and the Yulara/Yugarapu and Turrbal Nation who are the Traditional Owners of University land in Brisbane.