



Studying Off-Campus From Overseas

Guidance information for
Australian and International
students studying from overseas

This information is not designed for
students studying through
UNE partner institutions



Off-campus enrolment while living overseas

UNE accepts off-campus students - both international students and Australian students - who are living overseas. However, an overseas enrolment does present special challenges and, unlike students located in Australia, more responsibilities are yours to arrange. These Guidance Notes aim to tell you what you can expect and what you need to do to make sure your enrolment is simple and successful.

Before you proceed with enrolment, please consider carefully your circumstances and whether you can meet the same deadlines and requirements of Australia-located students.

Distance Education

UNE has been a leader in distance education for over 50 years and tens of thousands of graduates can testify to our success. Rather than teaching through on-campus study, off-campus students learn through a range of printed notes, recommended readings, video or audio tapes, and short residential schools and through the internet. Your subjects (units) may use all, some or just one of these learning aids.

Unit learning material types

How your units are taught depends upon the unit - many UNE units are taught through printed material and some require short residential schools (for laboratory practice, for example) that are held at the UNE campus in Australia. Many units are not taught totally on-line.

Postal Arrangements

This is critical to your success. For legal reasons, even on-line study requires some correspondence to be sent to you by mail and may require a reply from you by a deadline.

- Ensure you give us a correct and reliable mailing address
- Check mailboxes regularly or make arrangements for its checking while you are away
- Contact us by email or fax if you think correspondence (an invoice or statutory HECS notice (if you are an Australian) are typical examples) has not arrived.

We cannot vary deadlines because of your isolation - this is a factor for you to consider before enrolling.

Learning Material Despatch

This will be sent by air mail to your nominated address roughly 4-6 weeks before the start of the semester to the address you put on your enrolment form. If your learning material does not arrive before the start of the semester, contact us. If it has got lost we will arrange special delivery. We cannot organise individual postal arrangements except when post is lost - if you are travelling a great deal, the postal arrangements are for you to organise.

Text Books

Text books are detailed on the [Student Centre](#) website together with details of their ordering from the commercial bookshop located on campus. You can order the text book from your local bookshop (but make sure it is the same edition). Text books are costly to buy and take time to arrive - especially as Australian bookshops often order textbooks from US and European publishers and these take time to be imported and then be posted to you.

Payment of Accounts

Because accounts are sent by airmail, there will often be shorter periods for you to settle your account before the deadline compared to Australian students. Accounts can be paid by internet and credit card through: <http://www.postbillbay.com.au> or through BPay if you have an Australian bank account.

We cannot grant payment extensions because of your location. This is a factor for you to consider before enrolling.

Assignment Submission

Some schools will accept email/fax assignments - the details of how your assignments are submitted will be in your learning material pack. Assignments for full On-Line units are submitted on-line.

We cannot grant assignment extensions because of your location. This is a factor for you to consider before enrolling.

Internet Access

Access to the UNE server for on-line teaching and UNE email is arranged as part of your enrolment. Access to a web-enabled computer is for you to organise. You should check that you can get enough internet access (some South Pacific countries have only limited satellite access to the internet, for example).

We cannot grant concessions because of internet unavailability. This is a factor for you to consider before enrolling.

Residential Schools

If your unit has a compulsory or a mandatory residential school (usually held at our Armidale campus), you are expected to attend the residential school or you will fail your unit.

We cannot grant residential school exemptions because of your location. This is a factor for you to consider before enrolling.

Examinations

UNE has examination centres established in over 100 countries. If the established centre (or there is none in your country) is distant, a special examination centre can be established for you by negotiation with you. There is an administrative fee of A\$200 for each overseas examination. This fixed fee covers the hire of the examination centre, supervision costs and courier costs.

We cannot grant special examinations because of your location. This is a factor for you to consider before enrolling.

Examination Results

Examination results are available from the UNE website.

Graduation

Graduation ceremonies are held at UNE. If you cannot attend for graduation, your degree certificate will be sent to you by registered air mail after the ceremony.

SPECIAL INFORMATION FOR AUSTRALIAN AND NEW ZEALAND STUDENTS

HECS-HELP

Australian citizens, Australian permanent residents and New Zealand citizens (but not NZ permanent residents) may still take advantage of HECS-HELP if your studies are HECS-liable.

Australian citizens who are **ordinarily resident overseas**, Australian permanent residents of more than 2 years residency and NZ citizens, are required to pay their HECS-HELP up-front. UNE cannot tell you whether you are classified as ordinarily resident overseas but a typical test is whether you are continuing to submit tax returns to the Australian Taxation Office. If you are not ordinarily resident in Australia you cannot defer your HECS-HELP liability. Full details are available from the Australian Government website:

<http://www.goingtouni.gov.au>

Australian law requires complete HECS-HELP applications to be submitted by **31 March** and **31 August**.

The Australian Government grants UNE no concession to vary these deadlines - this is a factor for you to consider before enrolling.

HECS-HELP and UNE accounts must be settled by the 31 March and 31 August or your enrolment must be cancelled.

The Australian Government grants UNE no concession to vary these deadlines - this is a factor for you to consider before enrolling.

Most of our off-campus students studying from overseas succeed and have no problems with their studies. If you consider your own situation realistically and carefully, plan ahead, keep in touch and remember critical dates, you should have no problems.

Good luck with your studies.

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