

**ISBT**

**une**  
University of  
New England

SYDNEY AND MELBOURNE

2010



**UNIVERSITY OF NEW ENGLAND COURSES AT  
INTERNATIONAL SCHOOL OF BUSINESS AND TECHNOLOGY  
AUSTRALIA**

CRICOS Provider Name and Number: NSW University of New England 00003G  
VIC University of New England 03088G

ISBT conducts UNE Courses or Programs on behalf of UNE



## WELCOME TO THE UNIVERSITY OF NEW ENGLAND'S COURSES AT INTERNATIONAL SCHOOL OF BUSINESS AND TECHNOLOGY, SYDNEY AND MELBOURNE, AUSTRALIA



I am pleased to welcome and introduce you to the University of New England (UNE), Australia. As one of Australia's oldest universities, UNE has a 70-year tradition of excellence in teaching, learning and research. UNE is a unique Australian university, and is in the enviable position of being able to boast an excellent international reputation as well as being a leader in research and academic innovation.

International students who attend UNE consistently cite the high level of interaction with teaching and academic staff, and the passion of researchers across the University as part of the reason they rate their time at UNE so highly.

I am pleased to offer our courses through ISBT and wish you every success in your studies.

Graham Webb  
Acting Vice-Chancellor



Welcome to the International School of Business and Technology (ISBT). ISBT is very proud of its association with the University of New England. As a UNE Partner, ISBT is pleased to offer a range of selected courses in Information Technology, Information Systems, Business and Accounting at

a convenient location in Sydney and Melbourne.

ISBT is committed to providing high quality education in a friendly, helpful personalized environment. It provides well qualified UNE approved teaching staff, student facilities and other student services under the supervision of the University.

I invite you to consider a study option at ISBT and look forward to welcoming you in the near future.

Kishore VS  
CEO

### TABLE OF CONTENTS

Welcome	1	Courses - Accounting and Business	13
Introduction ISBT and UNE	2	Master of Business	14
About UNE	4	Information Systems, Information Technology and Computer Science	15
Why Study UNE Courses at ISBT?	5	Admissions Information	20
Services and Facilities	6	Accommodation and Living Costs	22
The Sydney Lifestyle	8	Application Procedure	23
The Melbourne Lifestyle	10	Key Dates	24

# INTRODUCTION



ISBT is a dynamic and modern educational institution with locations close to the Central Business District of both Sydney and Melbourne. ISBT provides high quality education in a friendly, helpful personalised environment. Student needs are attended to on an individual basis, including airport pickup and accommodation, settling into life and study in Sydney or Melbourne, and introducing the services and facilities of ISBT.

ISBT's fast track three teaching period system is innovative and enables students to undertake three teaching periods of study in one academic year if they wish to do so.

At ISBT classes are small, providing students with the opportunity for individual assistance by lecturers and tutors, as well as encouraging maximum student confidence and participation.

ISBT also provides free individual tuition and extra support classes for students who may be experiencing English language or learning difficulties.

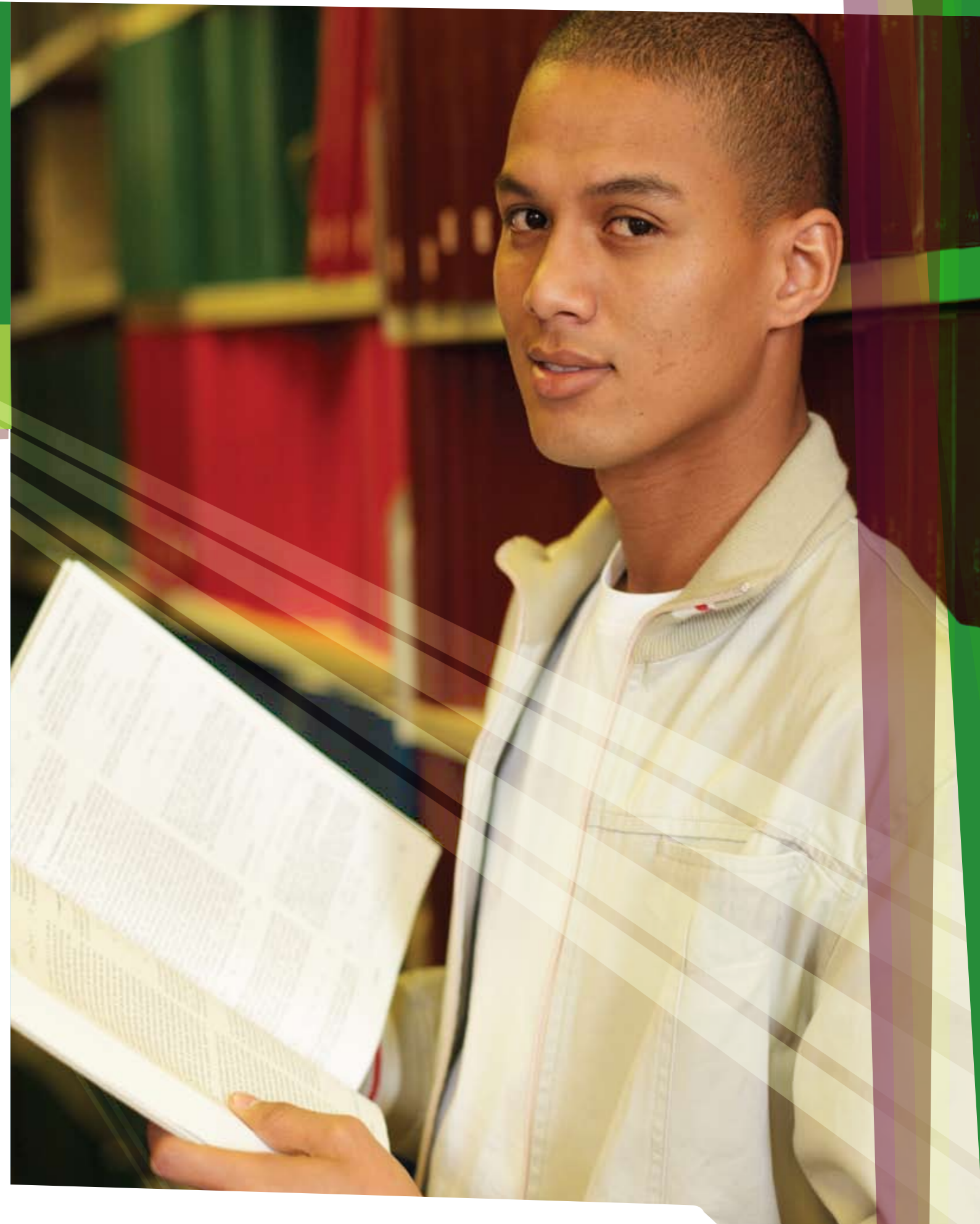


The University of New England is one of Australia's oldest universities and has a 77 year tradition of excellence in teaching, learning and research. UNE is a unique Australian University and is in the enviable position of being able to boast an excellent international reputation. The University is located in the city of Armidale, in the heart of the picturesque New England Tablelands region in the State of New South Wales. UNE offers a broad range of courses at both undergraduate and postgraduate levels and also offers degrees at other partner locations.

## UNE COURSES AT ISBT

ISBT is very proud of its association with the University of New England. ISBT delivers a number of Bachelors and Masters degrees in association with the University of New England in Sydney and Melbourne. ISBT provides well qualified, UNE approved teaching staff, student facilities, equipment and other student services for these programs, under the supervision of the University.

Students enrolled in one of the Bachelors or Masters programs attend ISBT as enrolled students of the University of New England. Upon successful completion of their course students will receive a degree from the University of New England.





## ABOUT UNE

THE UNIVERSITY OF NEW ENGLAND CONTINUES TO ACHIEVE EXCELLENCE AS A HIGHER EDUCATION INSTITUTION. OUTSTANDING RESEARCH AND HIGHLY SATISFIED GRADUATES ARE JUST SOME OF UNE'S RECENT HIGHLIGHTS.



### A FIVE STAR EDUCATIONAL EXPERIENCE

The Good Universities Guide for 2010 was released in August 2009 and UNE was again awarded a "five star" rating for "graduate satisfaction". UNE has achieved this rating for 10 out of the past 11 years - an amazing accomplishment! UNE also received "five stars" for "teaching quality", "access by equity groups" and "indigenous participation".

### RANKED WITHIN TOP WORLD UNIVERSITIES

In 2007 UNE was ranked within the Top 100 Asia Pacific Universities and in the Top 500 Universities in the world by the Institute of Higher Education, Shanghai Jiao Tong University (SJTU). Universities are assessed on the quality of education and quality of facilities they provide, as well as research and academic output. UNE's inclusion in these rankings confirms its place as one of the great teaching and learning universities in the world. Information on these rankings can be found at <http://ed.sjtu.edu.cn/ranking.htm>

# WHY STUDY UNE COURSES AT ISBT?

## UNIQUE OPPORTUNITY

ISBT'S COLLABORATION WITH THE UNIVERSITY OF NEW ENGLAND WILL ENABLE STUDENTS TO OBTAIN A DEGREE FROM ONE OF AUSTRALIA'S MOST PRESTIGIOUS UNIVERSITIES. THIS LINK PROVIDES INTERNATIONAL STUDENTS WITH THE UNIQUE OPPORTUNITY OF OBTAINING ONE OF AUSTRALIA'S MOST COMMERCIALY DESIRABLE DEGREES WHILST STUDYING IN SYDNEY OR MELBOURNE.

SYDNEY IS RATED IN THE TOP TEN BEST CITIES IN THE WORLD, SOURCE:

[http://www.citymayors.com/features/quality\\_survey.html](http://www.citymayors.com/features/quality_survey.html)

MELBOURNE HAS BEEN RATED THE WORLD'S MOST LIVABLE CITY THREE TIMES, SOURCE:

<http://www.theage.com.au/articles/2004/02/06/1075854028808.html>



### CENTRAL CITY LOCATION, SYDNEY

ISBT is conveniently located in the heart of Sydney at Wynyard. All major public transport routes pass nearby with trains to all parts of Sydney available at Wynyard Station immediately next door to the building. Supermarkets, banks, post offices and the famous harbour are within strolling distance and the building is surrounded by cafes, parks, shops and a wide variety of department stores.

### CENTRAL CITY LOCATION, MELBOURNE

ISBT is conveniently located on the famous tree lined boulevard, St Kilda Road, just 10 minutes from the Melbourne city centre. Trams and buses stop directly opposite to ISBT from all parts of Melbourne. Supermarkets, banks, post offices and the famous harbour are within walking distance and the building is surrounded by cafes, parks, shops.

### HIGHLY QUALIFIED ACADEMIC STAFF AND SMALL CLASS SIZES

ISBT academic staff are selected jointly by UNE and ISBT. They are highly qualified in their academic area, experienced and dedicated to best practice in teaching whilst creating a caring environment for their students. ISBT small class sizes are designed to maximise interaction between academics and students to ensure rich learning experiences and the opportunity to make lifelong friends.

### EXTRA SUPPORT CLASSES AND INDIVIDUAL ATTENTION

In order to assist students who are having difficulty with their studies or those who wish to improve their marks, ISBT provides study support. ISBT and UNE academic staff conduct free additional classes, study skills groups and give individual

assistance. Study support includes assistance with assignment preparation, time management, presentations and examination techniques as well as individual feedback sessions for assignments and examinations. In addition to the dedicated ISBT academic team there is a senior academic staff member of UNE located at the ISBT campus to oversee the delivery of the UNE courses and to ensure that all courses meet UNE's high quality standards.

### FAST-TRACK STUDY OPPORTUNITY

UNE courses at ISBT are available in three consecutive teaching periods each year, enabling students to complete their course more quickly than in the conventional two teaching period system if they wish to do so. For example a 1.5 year course can be completed in just one year. UNE and ISBT staff are available to advise you about this option.

### COURSE ACCREDITATION

All courses are accredited by the relevant professional bodies (except where specified). Each is also registered with the Australian Government through the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Further information about CRICOS is available at <http://www.cricos.deewr.gov.au>

### RECOGNITION OF PRIOR LEARNING

The University of New England has a number of formal Advanced Standing arrangements with Australian and overseas educational institutions. UNE extensively recognises previous studies and approves advanced standing or credits which effectively reduce the student's length of study.

# SERVICES AND FACILITIES

**ISBT prides itself on the range of services and facilities offered to students to make them feel at home in their new environment.**

**These services include:**

## **PRE-DEPARTURE INFORMATION AND ASSISTANCE**

ISBT provides information and advice about how to prepare for arrival in Australia and what to expect on arrival. A pre-departure kit is sent to all students before they leave their home country. Students may also contact our friendly admissions staff via email for more information at: [info@isbt.nsw.edu.au](mailto:info@isbt.nsw.edu.au)

## **AIRPORT RECEPTION AND AIRPORT PICK UP**

New students arriving from overseas are met at Sydney International Airport or Melbourne International Airport by ISBT friendly staff or senior students and are transferred by car or bus to their prearranged accommodation. Students are then assisted with basic needs such as changing money, telephoning home, buying food and any other items. Students are required to make a request for airport pick-up at least two weeks in advance (conditions and charges apply). Contact our friendly admissions staff via email for details at: [info@isbt.nsw.edu.au](mailto:info@isbt.nsw.edu.au)

## **ACCOMMODATION AND SETTLING IN**

Our dedicated student support staff can help organise accommodation for students in advance of their arrival. Every effort is made to enable students to acquire the accommodation best suited to their needs. Staff will assist students to settle quickly and successfully into their accommodation and to familiarise themselves with local shopping, opening a bank account, getting to know the city, its surrounds and the local transportation system.

## **COURSE ADVICE AND ENROLMENT ASSISTANCE**

All university students in Australia must formally enroll in their course, either electronically or by submitting an enrolment form. Enrolment for UNE courses at ISBT is conducted in the week prior to the commencement of

classes each teaching period. Each student is sent details of enrolment as part of the UNE Courses at ISBT Offer Guide advising of the date, time and venue for enrolment. During enrolment students are given course advice to ensure they are enrolled in both the correct course and units of study. Assistance is given throughout the process to ensure each student is successfully enrolled. For new students enrolment is an opportunity to meet academic and administrative staff and managers from both UNE and ISBT and to have any queries or concerns resolved.

UNE's Student Centre will also provide advice and support via website, telephone or email. Further information and contact details for the UNE Student Centre can be obtained at <http://www.une.edu.au/askune>

## **ORIENTATION PROGRAM**

An Orientation program is conducted before classes begin and is compulsory for all new students. At ISBT orientation is conducted by experienced staff from both UNE and ISBT. The program includes information about ISBT student support services, facilities, healthcare, obtaining legal advice; what to do in an emergency and contact details of the ISBT staff that can assist. In addition information is given about the rights and responsibilities of UNE students including information about complaints, appeals and the legal requirements regarding study and residence in Australia.

Orientation also includes guidelines about how to study UNE courses successfully and an introduction to Australian culture, society and life. In addition to the formal processes described above, students have their first opportunity to meet with fellow students and staff over some typically Australian refreshments.

## **SOCIAL ACTIVITIES PROGRAM**

An ongoing social activities program runs throughout each teaching period and provides opportunities for students to enjoy a range of activities outside study. These include occasional weekends or one day excursions for Sydney

students to various locations in Sydney, the Blue Mountains and the South Coast. Melbourne students can enjoy a conducted tour of the Melbourne Cricket Ground (MCG), an excursion along the Great Ocean Road or a trip to the goldfields.

## **ACADEMIC AND ENGLISH LANGUAGE SUPPORT**

Continuing study assistance is provided by specially trained staff on an individual or group basis to assist students with note taking, referencing, essay and report writing, paraphrasing, grammar, oral presentations, researching, time management and exam preparation. UNE's Academic Skills Office in Armidale also provides support online; further information and contact details for the UNE Academic Skills Office can be obtained at:

<http://www.une.edu.au/tlc/aso>

## **COUNSELLING SERVICE**

ISBT counselling service is free, confidential and voluntary. Counsellors can help students adjust to their new environment, deal effectively with difficult personal situations and advocate on behalf of students. In addition, UNE Student Assist staff and the International Services Manager at UNE in Armidale are available for help and support via email and telephone. The International Services Manager also makes visits to ISBT during the year. Further information about UNE Student Assist and UNE International Services can be obtained at: <http://www.une.edu.au/elis>

## **TEACHING FACILITIES**

ISBT provides contemporary learning facilities for students studying UNE courses in Sydney and Melbourne. There are fully equipped lecture facilities with audio visual projection equipment, small sized tutorial rooms and fully equipped computer laboratories with fast internet access and appropriate software. There are study areas for groups and individuals in addition to teaching rooms. Staff and students may use computers, photocopiers, television and video/DVD players, digital cameras, scanners and audio visual projectors to facilitate successful teaching and learning.

## **LIBRARY FACILITIES**

Students have access to library, photocopying, printing and email services. The ISBT Library collection includes books, journals, audio-visual materials as well as other resources and provides

workspace for students. Online training is available in Internet and research skills. Students also have full online access to UNE's Dixon Library in Armidale.

## **STUDENT LOUNGE AND RECREATION FACILITIES**

Students have access to a recreation lounge at ISBT. The facilities include a fully equipped kitchen, food and soft drink vending machines, a large plasma screen television, lounge chairs and dining tables. A wide range of recreation, entertainment, sporting facilities, cafes and fast food outlets are also available close by.

## **FIRST AID FACILITIES**

First Aid Kits and supplies are kept on the premises. The First Aid Officer responds immediately to requests for first aid assistance.

## **ACCOMMODATION OPTIONS**

Several options are available for students, including rental accommodation, shared accommodation and homestay. Most international students prefer to share rental accommodation to reduce costs. ISBT staff assist students to find accommodation. Although accommodation is usually readily available, the beginning of each teaching period is a very busy time and accommodation may take a little longer to find during these periods. Homestay with an Australian family who provide accommodation and meals is a good option for international students. The approximate cost of homestay is between AUD\$250 to AUD\$290 per week. ISBT keeps a list of real estate agents and homestay providers to assist students in making necessary arrangements. Students need to make a request for this service at least two weeks in advance and conditions and charges apply. For further information contact ISBT at [info@isbt.nsw.edu.au](mailto:info@isbt.nsw.edu.au)



# THE SYDNEY LIFESTYLE

SYDNEY, AUSTRALIA'S LARGEST CITY IS THE CAPITAL OF THE STATE OF NEW SOUTH WALES. IT IS ALSO PART OF THE RUGGED AND SPECTACULAR SOUTH EAST COAST OF AUSTRALIA. SYDNEY CITY IS SET ON A STUNNING HARBOUR AND IS OFTEN REFERRED TO AS ONE OF THE WORLD'S MOST BEAUTIFUL CITIES. ITS NATURAL BEAUTY AND MILD CLIMATE COMBINE TO MAKE IT AN ATTRACTIVE DESTINATION FOR STUDENTS AND TOURISTS ALIKE.



## LIVING COSTS

Living costs will vary, depending on the lifestyle you choose to lead and the luxuries you choose to buy or go without. Sydney has a large variety of real estate options suited to any needs and most finances. Depending on whether you choose to live alone or with others, expenses will vary from household to household. For more details about living expenses refer to page 22.

## CLIMATE

Sydney can be best described as 'Sub Tropical'. Unlike other parts of Australia, Sydney never gets too hot or too cold. Winters are pleasant and summers are hot with a huge number of options to cool down, thanks to Sydney's location on the Australian coastline.

Summer	Autumn	Winter	Spring
December - February	March - May	June - August	September - November
Hot	Warm	Cold	Sunny and Cool
26°C to 43°C	19°C to 35°C	6° to 18°C	23°C to 38°C

## CLOTHING

The sun in Australia can be very fierce, so if you plan on arriving in the summer time, wear plenty of high factor sunscreen and a hat. Lightweight clothing, such as t-shirts, shorts, light cotton pants and dresses are desirable. Arriving during winter shouldn't be much of a problem either, as the temperature is often in the high 'teens' and sometimes low 20s. Warm woollen sweaters and jackets will be needed to keep you reasonably comfortable in winter.

## TRANSPORT

Sydney offers various kinds of public transportation including trains, buses, light rail, monorail, ferries and taxis. Sydney Buses and CityRail reach every part of Sydney; providing a convenient and affordable service.

## PEOPLE

Sydney has a rich cosmopolitan culture, with people from many countries, including Italy, Greece, China, New Zealand, India, Nepal, Bangladesh, the Philippines, Lebanon, Russia, Iraq, Vietnam, Thailand, South Africa and the Pacific Islands. Generally, Australians are friendly and tolerant of the many different cultures residing in Sydney.

## OTHER ATTRACTIONS

Sydney is the financial capital of Australia and is also a significant domestic and international tourist destination. It is regularly declared to be one of the most beautiful and livable cities in the World. Sydney has it all, from the Opera House to museums, from a multitude of outdoor activities to shopping. For the culinary connoisseur you have the fish markets and China Town along with thousands of restaurants offering cuisine from Nepal, Lebanon, Turkey, Europe, Thailand, China, Japan and India to name a few. Sydney has so many things to see and do. Sydney locals passionately support sports such as rugby, tennis, cricket and surfing. Sydney is a dynamic and exciting place and you won't be disappointed!

# THE MELBOURNE LIFESTYLE

MELBOURNE IS THE ARTS AND CULTURAL CENTRE OF AUSTRALIA AS WELL AS THE CAPITAL OF THE STATE OF VICTORIA. IT IS ALSO PART OF THE RUGGED AND SPECTACULAR SOUTH EAST COAST OF AUSTRALIA. MELBOURNE IS SET ON THE BEAUTIFUL YARRA RIVER AND HAS BEEN VOTED THE WORLD'S MOST LIVABLE CITY BY THE BRITISH BASED ECONOMIC INTELLIGENCE UNIT THREE TIMES. MELBOURNE CELEBRATES WITH STUDENTS FROM ALL OVER THE WORLD DURING ITS ANNUAL INTERNATIONAL EDUCATION WEEK EACH MARCH. FIND OUT MORE ABOUT STUDENT LIVING IN MELBOURNE AT THE MELBOURNE INTERNATIONAL STUDENT WEBSITE: [HTTP://WWW.STUDYMELBOURNE.VIC.GOV.AU](http://www.studymelbourne.vic.gov.au)



## LIVING COSTS

Living costs will vary, depending on the lifestyle you lead and the luxuries you choose buy or go without. Melbourne has a large variety of real estate options suited to any needs and most finances. Depending on whether you choose to live alone or with others, expenses will vary from household to household. For more details about living expenses refer to page 22.

## CLIMATE

Melbourne weather is milder than other parts of the country although it can get hot in summer. Winters are chilly and perfect for skiing when the mountains of the Great Dividing Range are covered in snow. Summers can be hot; fortunately the beach is just a couple of tram stops from your ISBT campus.

Summer	Autumn	Winter	Spring
December - February	March - May	June - August	September - November
Hot	Warm	Cold	Sunny and Cool
25°C to 35°C	15°C to 25°C	6° to 18°C	21°C to 30°C

## CLOTHING

The sun in Australia can be very fierce, so if you plan on arriving in the summer time, wear plenty of high factor sunscreen and a hat. Lightweight clothing, such as t-shirts, light cotton pants and dresses are suitable. Arriving during winter shouldn't be much of a problem either, as the temperature is often in the high 'teens'. Warm woollen sweaters and jackets will be needed to keep you reasonably comfortable in winter.

## TRANSPORT

Melbourne offers a sophisticated public transportation network including trains, buses, trams and taxis. Metlink reaches every part of Melbourne; providing a convenient and affordable service. Find out more about public transport in Melbourne at <http://www.metlinkmelbourne.com.au/>. If you drive a car, Melbourne has an orderly road network and plenty of parking. If you plan to drive in Melbourne while you are there on a student visa, your own national driver's licence is valid to drive on in Australia for the period of your visa. You must carry your licence with you at all times when you are driving. If your driver's licence is in a language other than English, you must also carry an official translation issued by DIAC. [http://www.moveandstay.com/melbourne/guide\\_transportation.asp](http://www.moveandstay.com/melbourne/guide_transportation.asp)

## PEOPLE

Melbourne has a rich cosmopolitan culture, with people from many countries, including Italy, Greece, China, New Zealand, India, Nepal, Bangladesh, the Philippines, Lebanon, Russia, Iraq, Vietnam, Thailand, South Africa and the Pacific Islands. Australians are friendly and tolerant of the many different cultures residing in Melbourne.

## OTHER ATTRACTIONS

Melbourne hosts many international events each year and is also a significant domestic and international tourist destination. Each year Melbourne hosts the Formula 1 Grand Prix (the track of which is located at our backdoor), The Australian Open Tennis and the Melbourne Cup. Every conceivable sport is played in Melbourne and you can jog and cycle through the pathways that link the rivers and beaches. As the world's most livable city Melbourne has it all, from the theatres to museums, from a multitude of outdoor activities to first class shopping. For the culinary connoisseur you have the markets along with thousands of restaurants offering cuisine from Nepal, Lebanon, Turkey, Europe, Thailand, China, Japan and India to name a few. Melbourne has so many things to see and do. Melbourne locals passionately support sports such as Australian Rules football, horse racing, rugby, tennis, cricket and motor racing. Melbourne is a dynamic and exciting place and you won't be disappointed!



## COURSES

### TEACHING PERIOD SYSTEM AT ISBT

UNE courses at ISBT Sydney and Melbourne are conducted over three teaching periods as follows

Teaching Period 1 March – June

Teaching Period 2 July – November

Teaching Period 3 November - February

New students may commence in any of the three teaching periods above.

Students commencing in Teaching Period 3 will be required to continue their studies in Teaching Period 1 of the following year.

### HOW TO READ COURSE INFORMATION

Underneath each course name in the following two sections is a key or code that may be read as follows:

#### Course Level

UG Undergraduate degree  
PG – C Postgraduate coursework only degree

#### Duration (years)

Duration is the time a course will take to complete with normal progression which for full time students is 24 credit points (4 units) per teaching period

#### AUD fee (total)

Actual total fee for whole course in Australian Dollars

The fees are as follows:

Accounting		Computer Science	
Graduate Certificate	\$7,000	Graduate Certificate (all)	\$7,000
Graduate Diploma	\$14,000	Graduate Diploma (all)	\$14,000
Masters 1.5	\$21,000	Bachelor of Computer Science	\$42,000
Masters 2	\$28,000	Masters 1.5 (all)	\$21,000
<b>Business</b>		Masters 2 (all)	\$28,000
Master of Business	\$14,000		

#### Commencement

Indicates the teaching period in which a course can be commenced

#### CRICOS Code NSW

UNE's registered course code on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS Register) in NSW

#### CRICOS Code VIC

UNE's registered course code on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS Register) in VIC

## ACCOUNTING AND BUSINESS

### Graduate Certificate in Accounting

PG-C • 0.5YR • \$7,000 • 1, 2 & 3 • 062424G • 067811M

The Graduate Certificate in Accounting is a course that can serve as an entry and exit point for the Master of Professional Accounting. The course covers introductory units in financial and management accounting, systems, law and economics. Students who complete the course may meet the requirements for accreditation by the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants.

#### CAREER OPPORTUNITIES

On completion of the Graduate Certificate in Accounting, you would expect to work in any area of industry, commerce or government.

#### SPECIFIC ENTRY REQUIREMENTS

Applicants for admission to candidature for the Graduate Certificate in Accounting shall:

- have fulfilled all the requirements for admission to a three-year degree or an equivalent qualification acceptable to the faculty as sufficient qualification for admission to candidature; or:
- must provide evidence of at least three years relevant work experience in a field of employment approved by the Course Coordinator.

#### PROFESSIONAL ACCREDITATION

This award, in conjunction with successful completion of the Master of Professional Accounting, will allow students to apply for Associate membership of the National Institute of Accountants; Associate membership of the Certified Practising Accountants in Australia; and will meet the academic requirements for entry to the CA Program of the Institute of Chartered Accountants in Australia.

#### COURSE STRUCTURE

The course requires the study of four units (or 24 credit points) over one teaching periods.

#### Study Plan

##### Teaching Period 1

GSB 701 Introductory Accounting  
GSB 741 Management Information Systems  
GSB 728 Economics for Management  
GSB 748 Legal Studies

### Graduate Diploma in Accounting

PG-C • 1YR • \$14,000 • 1, 2 & 3 • 062423G • 067810A

The Graduate Diploma in Accounting is a course that can serve as an entry and exit point for the Master of Professional Accounting. The course may cover introductory as well as advanced units in financial and management accounting, systems, company law, economics and business statistics.

Students who complete the course may meet the requirements for accreditation by the Institute of Chartered Accountants in Australia, CPA Australia or National Institute of Accountants.

#### CAREER OPPORTUNITIES

On completion of the Graduate Diploma in Accounting, employment may be expected in an area of industry, commerce or government. Students who complete this award may be eligible for Associate membership of the National Institute of Accountants and may also apply for Associate membership of the Institute of Chartered Accountants in Australia or CPA Australia.

#### SPECIFIC ENTRY REQUIREMENTS

Applicants for admission shall:

- have fulfilled all the requirements for admission to a three year degree or qualification of equivalent standing at this or another university or tertiary institution; OR
- have completed the Graduate Certificate in Accounting or any graduate certificate as approved by the Course Coordinator.

#### PROFESSIONAL ACCREDITATION

This award, in conjunction with successful completion of the Master of Professional Accounting, will allow students to apply for Associate membership of the National Institute of Accountants; Associate membership of the Certified Practising Accountants in Australia; and will meet the academic requirements for entry to the CA Program of the Institute of Chartered Accountants in Australia

#### COURSE STRUCTURE

The course requires the study of eight units (or 48 credit points) over one year.

#### Study Plan

##### Teaching Period 1

GSB 701 Introductory Accounting  
GSB 728 Economics for Management  
GSB 741 Management Information Systems  
GSB 748 Legal Studies

##### Teaching Period 2

GSB 642 Corporate Accounting  
GSB 703 Advanced Management Accounting  
GSB 743 Quantitative Techniques for Management  
GSB 749 Law of Commercial Associations

### Master of Professional Accounting

PG-C • 1.5YR • \$21,000 • 1, 2 & 3 • 062421K • 067808F

The Master of Professional Accounting is a Graduate conversion course which may allow non-accounting graduates an opportunity to develop skills in accounting and meet the entry requirements for accreditation with the Australian professional accounting bodies. The course may cover introductory as well as advanced units in financial and management accounting, finance, systems, tax and company law, auditing, economics and business statistics. Students who complete the course may meet the requirements for accreditation by the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants.

#### CAREER OPPORTUNITIES

Students who complete this award may be eligible for Associate membership of the National Institute of Accountants (NIA). Students may also apply for Associate membership of the Institute of Chartered Accountants in Australia or CPA Australia.

## SPECIFIC ENTRY REQUIREMENTS

Applicants for admission shall:

- (a) have fulfilled all the requirements for admission to a three year degree or qualification of equivalent standing at this or another university or tertiary institution; OR
- (b) have completed the Graduate Certificate in Accounting or any graduate certificate as approved by the Course Coordinator; OR
- (c) have completed the Graduate Diploma in Accounting or any graduate diploma as approved by the Course Coordinator.

## PROFESSIONAL ACCREDITATION

Students who complete this award will be eligible to apply for Associate membership of the National Institute of Accountants and the Certified Practising Accountants in Australia. Students will also meet the academic requirements for entry to the CA Program of the Institute of Chartered Accountants in Australia.

## COURSE STRUCTURE

The course requires the study of twelve units (or 72 credit points) over one and a half years.

### Study Plan

#### Teaching Period 1

- GSB 701 Introductory Accounting
- GSB 728 Economics for Management
- GSB 741 Management Information Systems
- GSB 748 Legal Studies

#### Teaching Period 2

- GSB 642 Corporate Accounting
- GSB 703 Advanced Management Accounting
- GSB 743 Quantitative Techniques for Management
- GSB 749 Law of Commercial Associations

#### Teaching Period 3

- GSB 641 Advanced Financial Accounting
- GSB 644 Auditing
- GSB 711 Managerial Finance
- GSB 750 Taxation Law

## Master of Professional Accounting and Business

PG-C • 2YR • \$28,000 • 1, 2 & 3 • 062422J • 067809E

This award is offered to meet the needs of international students requiring a 2 year award. It will enable students to gain professional qualifications in accounting.

The course covers introductory as well as advanced units in financial and management accounting, finance, systems, tax and company law, auditing, economics and business statistics.

## CAREER OPPORTUNITIES

On completion of the Master of Professional Accounting and Business, students would expect to work in an area of industry, commerce or government. Students who complete this award are eligible for Associate membership of the National Institute of Accountants (NIA) and may be eligible for Associate membership of the Institute of Chartered Accountants in Australia or CPA Australia.

## SPECIFIC ENTRY REQUIREMENTS

Applicants for admission shall:

- (a) have fulfilled all the requirements for admission to a three year degree or qualification of equivalent standing at this or another

university or tertiary institution; OR

- (b) have completed the Graduate Certificate in Accounting or any graduate certificate as approved by the Course Coordinator; OR
- (c) have completed the Graduate Diploma in Accounting or any graduate diploma as approved by the Course Coordinator; OR
- (d) have completed the Master of Professional Accounting or any Master of Professional Accounting as approved by the Course Coordinator.

## PROFESSIONAL ACCREDITATION

Students who complete this award will be eligible to apply for Associate membership of the National Institute of Accountants and the Certified Practising Accountants in Australia. Students will also meet the academic requirements for entry to the CA Program of the Institute of Chartered Accountants in Australia.

## COURSE STRUCTURE

The course requires the study of sixteen units (or 96 credit points) over two years.

### Study Plan

#### Teaching Period 1

- GSB 701 Introductory Accounting
- GSB 728 Economics for Management
- GSB 741 Management Information Systems
- GSB 748 Legal Studies

#### Teaching Period 2

- GSB 642 Corporate Accounting
- GSB 703 Advanced Management Accounting
- GSB 743 Quantitative Techniques for Management
- GSB 749 Law of Commercial Associations

#### Teaching Period 3

- GSB 641 Advanced Financial Accounting
- GSB 644 Auditing
- GSB 711 Managerial Finance
- GSB 750 Taxation Law

#### Teaching Period 4

- GSB 721 Processes of Management
- GSB 600 Strategic Management
- GSB 731 Marketing Management
- GSB 738 Organisational Behaviour

## Master of Business

PG-C • 1YR • \$14,000 • 1, 2 & 3 • 065807A

This award is offered in Sydney to meet the needs of international students requiring a 1 year Business award. The course is offered over two teaching periods.

## CAREER OPPORTUNITIES

The Master of Business is designed for:

- current managers and graduates to provide an introduction to business and commerce skills,
- current managers and graduates seeking to advance to senior management positions,
- graduate management staff seeking formal qualifications in business.

This award contains eight compulsory units that will enable students without an undergraduate business degree to gain an enhanced understanding of the necessary administrative and management functions required in business management. The

course covers introductory units in accounting, economics and law as well as general business units in management processes, marketing and organisational behaviour.

## SPECIFIC ENTRY REQUIREMENTS

Applicants for admission shall have fulfilled:

all the requirements for admission to a three year degree or qualification of equivalent standing at this or another university or tertiary institution.

## COURSE STRUCTURE

The course requires the study of eight units (or 48 credit points) over 2 teaching periods of study.

### Study Plan

#### Teaching Period 1

- GSB 701 Introductory Accounting
- GSB 728 Economics for Management
- GSB 741 Management Information Systems
- GSB 748 Legal Studies

#### Teaching Period 2

- GSB 721 Processes of Management
- GSB 600 Strategic Management for Professional Practice
- GSB 731 Marketing Management
- GSB 738 Organisational Behaviour

# COMPUTER SCIENCE

## Bachelor of Computer Science

UG • 3YR • \$42,000 • 1, 2 & 3 • 005909C • 067801B

The Bachelor of Computer Science is designed to prepare students for tomorrow's computing needs. Underpinning the degree are academic and technical staff committed to teaching and research at the highest level in computing science. Beginning with foundation units in Computer Programming, further study is available in topics such as Data Structures, Object-Oriented Programming and Software Engineering. The degree leads on to courses introducing topics of active research such as Networks, Parallel Processors, Data Mining and Expert Systems.

## CAREER OPPORTUNITIES/BENEFITS

Examples include technical positions in e-business, internet and networking specialists, specialised financial computer programmers, software solution designers, and careers in economic modelling, artificial intelligence, game programming and electronic product design.

## SPECIFIC ENTRY REQUIREMENTS

Satisfactory completion of an Australian Year 12 High School examination or overseas equivalent. A prior knowledge of Computer Science is not required, however, it is assumed that students will have completed Mathematics equivalent of an Australian Year 12 standard.

## PROFESSIONAL ACCREDITATION

Bachelor courses have been granted Professional Level Accreditation by the Australian Computer Society.

## COURSE STRUCTURE

Students follow one set of course programs that include a major sequence of study in Computer Science with a specialisation in Software Engineering. The course normally requires the study of twenty four units (or 144 credit points) over three years.

### Study Plan

#### Teaching Period 1

- COMP131 Computer Science I
- COMP170 The Linux/Unix Programming Environment
- COMP100 Business Information Technology
- MATH101 Algebra and Differential Calculus

#### Teaching Period 2

- COMP132 Computer Science II
- AMTH140 Discrete Mathematics
- COMP160 Internet Publishing
- MATH102 Integral Calculus, Differential Equations and Introductory Statistics

#### Teaching Period 3

- COMP286 Systems Analysis and Design
- COMP283 Computer Architecture and Assembler
- COMP285 C++ Programming
- COMP287 Human-Computer Interaction

#### Teaching Period 4

- COMP280 Operating Systems
- COMP284 Software Engineering
- COMP290 Internet Security
- COMP292 Knowledge Management Systems



#### Teaching Period 5

- COMP393 Software Project Management
- COMP323 Game Programming
- COMP320 Computer Networks
- COMP313 Data Mining

#### Teaching Period 6

- COMP389 Databases
- COMP395 Software Engineering Project
- COMP315 Web and Internet Programming
- COMP318 Programming Languages for Artificial Intelligence

## POSTGRADUATE STUDIES IN INFORMATION SYSTEMS

ISBT/UNE offers a fully articulated set of postgraduate courses in Information Systems from Graduate Certificate through to Masters Extended. This means that students can begin with a lower-level course and then change to a higher-level course and count all of the units they have completed as long as they have followed the study plan. For example, a student could begin with a Graduate Diploma in Information Technology and then change to a Master of Information Systems. They could then count all eight units from the Graduate Diploma and complete the Master of Information Systems (Extended) in another two teaching periods. The suggested enrolment patterns for Information Systems are given below.

### Graduate Certificate in Information Technology - for articulation to Information Systems

PG-C • 0.5YR • \$7,000 • 1, 2 & 3 • 029639M • 067803M

The Graduate Certificate is the first award level of a fully articulated program which gives qualified applicants the opportunity for study at progressive levels: Graduate Certificate in Information Technology and Graduate Diploma in Information Technology leading to the Master of Information Systems (Extended). This program is designed for those students who do not have a computing background and who are seeking to achieve a qualification in Information Systems.

#### CAREER OPPORTUNITIES/BENEFITS

Examples include technical positions in e-business, internet and networking specialists, specialized financial computer programmers, software solution designers and game programmers. On completion of the Graduate Certificate in Information Technology, students are able to articulate to the Graduate Diploma in Information Technology and will be granted advanced standing for all units completed towards the Graduate Certificate.

#### SPECIFIC ENTRY REQUIREMENTS

An applicant must hold a three year Australian bachelor degree or overseas equivalent. Applicants who have other qualifications and relevant professional experience will also be considered. Prior knowledge of computing science and mathematics is not required although an aptitude for computer programming and prior exposure to mathematics at secondary school level would be an advantage.

#### PROFESSIONAL ACCREDITATION

Graduate Certificate courses have been granted Associate Level accreditation by the Australian Computer Society.



#### COURSE STRUCTURE

Students are required to complete 4 units of coursework with at least 2 units at 200-level or above.

#### Study Plan

##### Teaching Period 1

- COMP100 Business Information Technology
- COMP131 Computer Science 1
- COMP503 Decision Support Systems
- COMP486 Systems Analysis and Design

### Graduate Diploma in Information Technology - for articulation to Information Systems

PG-C • 1YR • \$14,000 • 1, 2 & 3 • 029640G • 067802A

The Graduate Diploma is the second award level of a fully articulated program which gives qualified applicants the opportunity for study at progressive levels: Graduate Certificate in Information Technology and Graduate Diploma in Information Technology leading to the Master of Information Systems or Master of Information Systems (Extended). This program is designed for those students who do not have a computing background and who are seeking a qualification in information technology.

#### CAREER OPPORTUNITIES/BENEFITS

Examples include technical positions in e-business, internet and networking specialists, specialized financial computer programmers. On completion of the Graduate Certificate, students are able to articulate to the Graduate Diploma. All units counted towards the Graduate Certificate will count towards the Graduate Diploma. On completion of the Graduate Diploma in Information Technology below, students are able to articulate to the Master of Information Systems or the Master of Information Systems (Extended) with 24 credit points of advanced standing.

#### SPECIFIC ENTRY REQUIREMENTS

An applicant must hold a three year Australian bachelor degree or overseas equivalent. Applicants who have other qualifications and relevant professional experience will also be considered. Prior knowledge of computing science and mathematics is not required although an aptitude for computer programming and prior exposure to mathematics at secondary school level would be an advantage.

#### PROFESSIONAL ACCREDITATION

Graduate Diploma Courses have been granted Associate level accreditation by the Australian Computer Society.



#### COURSE STRUCTURE

Students are required to complete 8 units of coursework with at least 5 units at 300-level or above.

#### Study Plan

##### Teaching Period 1

- COMP100 Business Information Technology
- COMP131 Computer Science 1
- COMP503 Decision Support Systems
- COMP486 Systems Analysis and Design

##### Teaching Period 2

- COMP160 Internet Publishing
- COMP492 Knowledge Management Systems
- COMP593 Software Project Management
- GSB741 Management Information Systems

### Master of Information Systems

PG-C • 1.5YR • \$21,000 • 1, 2 & 3 • 052142M • 067804K

The Master of Information Systems is a coursework-only program suitable for graduates from areas such as business and commerce who do not want to be software developers. Students study areas such as Business Information Technology, Management Information Systems, Internet Publishing, Databases and Systems Analysis and Design plus an Information Technology Project. Graduates of the degree will have the skills to analyse and satisfy the information needs of a range of organisations, both government and private.

#### CAREER OPPORTUNITIES/BENEFITS

Graduates of the degree will have the skills to analyse and satisfy the information needs of a range of organisations, both government and private.

#### SPECIFIC ENTRY REQUIREMENTS

An applicant must hold a three year Australian bachelor degree or overseas equivalent. Applicants who have other qualifications and relevant professional experience will also be considered. Prior knowledge of computing science and mathematics is not required although an aptitude for computer programming and prior exposure to mathematics at secondary school level would be an advantage.

#### PROFESSIONAL ACCREDITATION

Master level courses have been granted Professional Level accreditation by the Australian Computer Society.

#### COURSE STRUCTURE

Candidates are required to complete 12 units to satisfy the

requirements of the program. Alternatively, students who successfully complete eight units while enrolled for the Master of Information Systems are eligible to exit the program with the Graduate Diploma in Information Technology.

#### Study Plan

##### Teaching Period 1

- COMP100 Business Information Technology
- COMP131 Computer Science I
- COMP503 Decision Support Systems
- COMP486 Systems Analysis and Design

##### Teaching Period 2

- COMP160 Internet Publishing
- COMP492 Knowledge Management Systems
- COMP593 Software Project Management
- GSB741 Management Information Systems

##### Teaching Period 3

- COMP589 Databases
- COMP513 Data Mining
- COMP522 System and Network Administration
- COMP588 Information Technology Project

### Master of Information Systems (Extended)

PG-C • 2YR • \$28,000 • 1, 2 & 3 • 062419D • 067806G

The Master of Information Systems is a coursework-only program suitable for graduates from areas such as business and commerce who do not want to be software developers. Students study areas such as Business Information Technology, Management Information Systems, Internet Publishing, Databases and Systems Analysis and Design plus an Information Technology Project. Graduates of the degree will have the skills to analyse and satisfy the information needs of a range of organisations, both government and private.

#### CAREER OPPORTUNITIES/BENEFITS

Graduates of the degree will have the skills to analyse and satisfy the information needs of a range of organisations, both government and private.

#### SPECIFIC ENTRY REQUIREMENTS

An applicant must hold a three year Australian bachelor degree or overseas equivalent. Applicants who have other qualifications and relevant professional experience will also be considered. Prior knowledge of computing science and mathematics is not required although an aptitude for computer programming and prior exposure to mathematics at secondary school level would be an advantage.

#### PROFESSIONAL ACCREDITATION

Master Level courses have been granted Professional level accreditation by the Australian Computer Society.

#### COURSE STRUCTURE

Students are required to complete 16 units of coursework with at least 12 units at 400-level or above. All core units must be completed.

#### Study Plan

##### Teaching Period 1

- COMP100 Business Information Technology
- COMP131 Computer Science I
- COMP503 Decision Support Systems
- COMP486 Systems Analysis and Design

#### Teaching Period 2

COMP160	Internet Publishing
COMP492	Knowledge Management Systems
COMP593	Software Project Management
GSB741	Management Information Systems

#### Teaching Period 3

COMP132	Computer Science II
COMP589	Databases
COMP513	Data Mining
COMP588	Information Technology Project

#### Teaching Period 4

COMP484	Software Engineering
COMP487	Human-Computer Interaction
COMP522	System and Network Administration
COMP591	Advanced Web Technologies

## POSTGRADUATE STUDIES IN INFORMATION TECHNOLOGY

ISBT/UNE offers a fully articulated set of postgraduate courses in Information Technology from Graduate Certificate through to Masters Extended. This means that students can begin with a lower-level course and then change to a higher-level course and count all of the units they have completed as long as they have followed the study plan. For example, a student could begin with a Graduate Diploma in Information Technology and then change to a Master of Information Technology. They could then count all eight units from the Graduate Diploma and complete the Master of Information Technology (Extended) in another two teaching periods. The suggested enrolment patterns for Information Technology is given below.

### Graduate Certificate in Information Technology – for articulation to Information Technology

PG-C • 0.5YR • \$7,000 • 1, 2 & 3 • 029639M • 067804K

The Graduate Certificate is the first award level of a fully articulated program which gives qualified applicants the opportunity for study at progressive levels: Graduate Certificate in Information Technology and Graduate Diploma in Information Technology leading to the Master of Information Technology, or the Master of Information Technology (Extended). This program is designed for those who do not have a computing background and who are seeking to achieve a qualification in information technology.

#### SPECIFIC ENTRY REQUIREMENTS

An applicant must hold a three year Australian bachelor degree or overseas equivalent. Applicants who have other qualifications and relevant professional experience will also be considered. Prior knowledge of computing science and mathematics is not required although an aptitude for computer programming and prior exposure to mathematics at secondary school level would be an advantage.

#### PROFESSIONAL ACCREDITATION

Graduate Certificate Level courses have been granted Professional Level accreditation by the Australian Computer Society.

#### COURSE STRUCTURE

Students are required to complete 4 units of coursework with at least 2 units at 200-level or above.

#### Study Plan

##### Teaching Period 1

AMTH140	Discrete Mathematics
COMP170	The Linux/Unix Programming Environment
COMP530	Problem Solving and Program Design
GSB741	Management Information Systems

### Graduate Diploma in Information Technology – for articulation to Information Technology

PG-C • 1YR • \$14,000 • 1, 2 & 3 • 029640G • 067806G

The Graduate Diploma is the second award level of a fully articulated program which gives qualified applicants the opportunity for study at progressive levels: Graduate Certificate in Information Technology and Graduate Diploma in Information Technology leading to the Master of Information Technology or Master of Information Technology (Extended). This program is designed for those students who do not have a computing background and who are seeking a qualification in information technology.

#### CAREER OPPORTUNITIES/BENEFITS

Examples include technical positions in e-business, internet and networking specialists, specialised financial computer programmers, software solution designers, and game programmers. On completion of the Graduate Diploma in Information Technology, students are able to articulate to the Master of Information Technology (Extended) with 48 credit points of advanced standing.

#### SPECIFIC ENTRY REQUIREMENTS

An applicant must hold a three year Australian bachelor degree or overseas equivalent. Applicants who have other qualifications and relevant professional experience will also be considered. Prior knowledge of computing science and mathematics is not required although an aptitude for computer programming and prior exposure to mathematics at secondary school level would be an advantage.

#### PROFESSIONAL ACCREDITATION

Graduate Diploma Level courses have been granted Associate Level accreditation by the Australian Computer Society.

#### COURSE STRUCTURE

Students are required to complete 8 units of coursework with at least 5 units at 300-level or above.

#### Study Plan

##### Teaching Period 1

AMTH140	Discrete Mathematics
COMP170	The Linux/Unix Programming Environment
COMP530	Problem Solving and Program Design
GSB741	Management Information Systems

##### Teaching Period 2

COMP160	Internet Publishing
COMP480	Operating Systems
COMP484	Software Engineering
GSB701	Introductory Accounting

### Master of Information Technology

PG-C • 1.5YR • \$21,000 • 1, 2 & 3 • 047297A • 067805J

The Master of Information Technology is a coursework only degree designed for students who do not have a computing background and who are seeking to achieve qualifications in information technology.

#### CAREER OPPORTUNITIES/BENEFITS

Graduates of the degree will have the skills to analyse and satisfy the information needs of a range of organisations, both government and private.

#### SPECIFIC ENTRY REQUIREMENTS

An applicant must hold a three year Australian bachelor degree or overseas equivalent. Applicants who have other qualifications and relevant professional experience will also be considered. Prior knowledge of computing science and mathematics is not required although an aptitude for computer programming and prior exposure to mathematics at secondary school level would be an advantage.

#### PROFESSIONAL ACCREDITATION

Masters Level courses have been granted Associate Level accreditation by the Australian Computer Society.

#### COURSE STRUCTURE

Students are required to complete 12 units of coursework with at least 8 units at 300-level or above.

#### Study Plan

##### Teaching Period 1

AMTH140	Discrete Mathematics
COMP170	The Linux/Unix Programming Environment
COMP530	Problem Solving and Program Design
GSB741	Management Information Systems

##### Teaching Period 2

COMP160	Internet Publishing
COMP480	Operating Systems
COMP484	Software Engineering
GSB701	Introductory Accounting

##### Teaching Period 3

COMP588	Information Technology Project
COMP486	Systems Analysis and Design
COMP593	Software Project Management
GSB721	Processes of Management

### Master of Information Technology (Extended)

PG-C • 2YR • \$28,000 • 1, 2 & 3 • 062420M • 067807G

The Master of Information Technology (Extended) is a coursework degree designed for students who do not have a computing background and who are seeking to achieve qualifications in information technology. The course offered has a specialisation in Computer Software Engineering.

#### CAREER OPPORTUNITIES/BENEFITS

Graduates of the Software Engineering specialisation will have skills in design and development of software systems by studying topics such as Advanced Programming, Operating Systems, Software Project Management, Data Structures and Algorithms and Software Engineering.

#### SPECIFIC ENTRY REQUIREMENTS

An applicant must hold a three year Australian bachelor degree

or overseas equivalent. Applicants who have other qualifications and relevant professional experience will also be considered. Prior knowledge of computing science and mathematics is not required although an aptitude for computer programming and prior exposure to mathematics at secondary school level would be an advantage.

#### PROFESSIONAL ACCREDITATION

Master Level courses have been granted Professional Level accreditation by the Australian Computer Society.

#### COURSE STRUCTURE

Students are required to complete 16 units of coursework with at least 12 units at 400-level or above.

#### Study Plan

##### Teaching Period 1

AMTH140	Discrete Mathematics
COMP170	The Linux/Unix Programming Environment
COMP530	Problem Solving and Program Design
GSB741	Management Information Systems

##### Teaching Period 2

COMP160	Internet Publishing
COMP480	Operating Systems
COMP484	Software Engineering
GSB701	Introductory Accounting

##### Teaching Period 3

COMP588	Information Technology Project
COMP486	Systems Analysis and Design
COMP593	Software Project Management
GSB721	Processes of Management

##### Teaching Period 4

GSB731	Marketing Management
GSB600	Strategic Management
COMP485	C++ Programming
COMP589	Databases



# ADMISSION INFORMATION

## ENGLISH LANGUAGE REQUIREMENTS

- 1.0 All students admitted to a UNE award or non-award unit must meet the University's English language requirements for admission irrespective of the study location or study mode.
- 2.0 When an IELTS or TOEFL score is used to demonstrate English proficiency, that score must have been attained within two years of the date of application for admission.
- 3.0 For admission to all Undergraduate Awards and Post-Graduate Awards by Coursework, at least one of the following criteria must be met:
  - 3.1 English is the student's first language;
  - 3.2 Satisfactory completion, within 5 years of the date of application for admission to UNE, of at least one year of full-time or equivalent full-time study at senior secondary, post-secondary or tertiary level in a country in which English is the primary official language or co-official language and in which English was the sole medium of instruction and assessment for the particular period of study claimed, resulting in an Australian Qualifications Framework (AQF) award or an award recognised by the National Office of Overseas Skills Recognition (NOOSR);
  - 3.3 A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent;
  - 3.4 An IELTS (Academic) overall score of at least 6.0 with no sub-band score less than 5.5 (or equivalent TOEFL score of at least 213 in the Computer-Based Test; or at least 79 in the Internet-Based Test with no less than 22 in the written component);
  - 3.5 Satisfactory completion of the English for Academic Purposes (EAP) program at the University of New England English Language Centre, or an equivalent (as recognised by the International Committee) EAP program at an Australian NEAS-Accredited Language Centre; or
  - 3.6 Satisfactory completion on a prior or concurrent basis of an English communication skills program appropriate for specific programs approved by the Deputy Vice-Chancellor or her/his nominee, on the advice of the relevant PVC-Dean and Director, English Language and International Services.

## ADMISSIONS PROCESS

Admission to UNE courses at ISBT Sydney and Melbourne campuses involves a number of steps as set out below. These steps will assist applicants through the various stages of the admission process. If applicants have any questions at any stage during the process they should contact ISBT for assistance [info@isbt.nsw.edu.au](mailto:info@isbt.nsw.edu.au)

1. All international students applying to study a full time UNE course at ISBT must complete the International Student Admission Form and submit it to ISBT admissions for assessment. Applicants who wish to apply through one of ISBT's authorised agents can access the following website to locate their nearest agent: [www.isbt.nsw.edu.au](http://www.isbt.nsw.edu.au)  
Applicants should ensure that they attach certified copies of

transcripts of all relevant previous studies and evidence of English language proficiency and any other documentation requested on the application form.

If documents are in a language other than English, an officially certified English translation of each document must be provided together with certified copies of original documents.

2. Upon assessment, if the application is successful a 'provisional' offer of Admission will be made by the admissions department at ISBT. The application form with other documents is then forwarded to UNE, Armidale for a final assessment. UNE will issue a conditional or unconditional offer of admission, together with the UNE International Offer Guide and all other information relevant to an applicant accepting their offer. UNE will advise students if their application is unsuccessful.
3. Applicants need to sign the Offer Acceptance Form and return it to International Marketing and Pathways, UNE with the required payment and any other documentation requested.
4. When International Marketing and Pathways, UNE receives the completed Offer Acceptance Form and tuition fees, it will process payment and issue the Confirmation of Enrolment (CoE) - the form used to apply for a Student Visa from an Australian Embassy, High Commission or the Department of Immigration and Citizenship (DIAC) as appropriate. Students must obtain a Student Visa before they come to study full time in Australia. Information on obtaining a Student Visa is available online at <http://www.immi.gov.au>
5. Upon being granted their Student Visa, students intending to study should make travel arrangements including applying for accommodation if needed. Students should advise ISBT admissions staff at: [info@isbt.nsw.edu.au](mailto:info@isbt.nsw.edu.au) of their travel arrangements and request airport reception. Current charges for airport pick up are \$100.
6. Students should arrive and attend the International Student Orientation and Enrolment after which they will commence their formal UNE course at ISBT.

## TUITION FEES

Annual Course Fees only cover the cost of tuition. They do not include other expenses associated with university study such as textbooks and equipment, accommodation and living expenses. For students successful in gaining admissions to study a UNE degree at ISBT the Offer of Admission will list the exact tuition fees a student should pay. The Offer of Admission will also list other fees payable including compulsory Overseas Student Health Cover. UNE has a fixed fee policy for on campus students. This means that students will be charged the same rate of tuition fees payable in the year of their initial enrolment for the normal duration of their course. However, other changes such as Overseas Student Health Cover and accommodation fees may vary annually.

## OVERSEAS STUDENT HEALTH COVER

Overseas Student Health Cover (OSHC) is the private health insurance international students and their dependents are required to purchase as a condition of their Student Visa. UNE currently has an agreement with Medibank Private, a private health fund, to facilitate the provision of OSHC for international students.

Students should note that it is a condition of their Student Visa

to maintain current OSHC for the duration of their visa. Medibank Private Overseas Student Health Cover pays the cost of most medical and hospital treatment students may require while studying in Australia and will contribute to the cost of prescription medicines and emergency ambulance transport.

The current cost of Overseas Student Health Cover and further information about the scheme is located at: <http://www.medibank.com.au>

## REFUND OF TUITION FEES POLICY

The University of New England's refund of tuition fees policy is based upon and is in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007), the Education Services for Overseas Students Act 2000 (ESOS Act 2000) and Education Services for Overseas Student Regulations 2001 (ESOS Regulations 2001). This policy applies to all international students regardless of the person actually paying the fees. This policy is located at: <http://www.une.edu.au/imp/apply/admissionsinfo.php>

## OBTAINING A STUDENT VISA

International students intending to study full time UNE courses at ISBT will need to obtain a Student Visa. The Australian Department of Immigration and Citizenship (DIAC) website, <http://www.immi.gov.au> has comprehensive information on applying for a Student Visa to study in Australia, including application forms.

Please note that Student Visas granted to international students for their study in Australia have conditions attached. These are outlined in detail on the DIAC website and students' obligations are also outlined in the International Offer Guide issued with the Offer of Admission. Students should regularly check the DIAC website for updated information and changes to legislation and processing arrangements affecting their intention to study in Australia on a Student Visa.

## WORK RIGHTS

International students are permitted to work after they arrive in Australia and commence their course of study. Students and their families are limited to 20 hours work per week during teaching periods; however, they are permitted to work full-time during vacation periods. All initial student visas granted include this limited Work Permit for Australia. Family members of the following categories of student are permitted to work unlimited hours when the student has commenced their principal course: students studying Masters by Coursework degrees (Visa 573), students studying Masters by Research or a Doctoral degree (Visa 574) - see <http://www.immi.gov.au/students/student-information.htm> for more details. Students should check with the Department of Immigration and Citizenship (DIAC) in Australia for information on the current requirements, as these can vary.

## ADVANCED STANDING

Applicants wishing to apply for Advanced Standing for their previous studies should complete the relevant section of the International Student Admission Application Form, as well as an Application for Credit (Advanced Standing) found online at <http://www.une.edu.au/for/current-students/forms/advanced-standing.php>

Students need to complete this form and provide the necessary documentation (i.e. descriptions of subjects previously studied) and return it along with the International Student Application form to admissions at ISBT.

The university's policy on Advanced Standing is located at the following web address: <http://www.une.edu.au/policies/pdf/advancedstanding.pdf> Students receiving Advanced Standing are still required to maintain a standard full time load of 24 credit points (equivalent of four units) per teaching period.

## ESOS FRAMEWORK

International students who are intending to study on-campus in Australia should be aware that Australia's laws promote quality education and consumer protection. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007.

For further information about the ESOS framework, students should refer to the following Australian Government website: [http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS\\_frameWork\\_pdf](http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_frameWork_pdf)

## MODES OF STUDY AND ASSESSMENT METHODS

UNE courses at ISBT incorporate a number of different teaching and learning approaches with students depending on the nature of their program.

## LECTURES

Lectures are the traditional method of university teaching and are used to give information to a large number of students. Lectures are held in lecture theatres. The majority of lecture theatres are equipped with modern teaching facilities including video and data projection equipment, microphone and overhead projects and viewing screens.

## TUTORIALS AND SEMINARS

These are small groups that allow students to discuss work in more depth, led by a tutor. Tutorial groups are held once a week, generally for one hour. Seminars also generally occur once a week, but can be of longer duration. These sessions are designed to give students the opportunity to ask questions and develop ideas and students are expected to actively participate in the discussions.

## ASSESSMENT METHODS

Methods of assessment vary for each unit but they can include written assessments and essays, presentations, group work, practical work and examinations. These methods are outlined in the Unit Guide for each unit issued to students when they enroll.

## STUDENTS UNDER 18 YEARS

International students under the age of 18 are ineligible for admission to UNE unless they are being cared for in Australia by a parent or suitable nominated relative.

## COURSE COMPLETION EXPECTATIONS

International students enrolled in UNE courses at ISBT are expected to complete their awards within the normal duration of the course as specified in their offer letter and candidature rules.

UNE may allow students to undertake no more than 25 percent of their total course by distance and/or online learning. However students may not enroll exclusively in distance or online learning units in any compulsory study period.

There are defined compassionate and compelling circumstances that the University may consider in the event that an international student is unable to complete their course within the expected duration, are unable to meet attendance requirements, or wish to defer, suspend or cancel their enrolment. For further information please refer to: <http://www.une.edu.au/imp>

## ACCOMMODATION AND LIVING COSTS

### LIVING COSTS IN AUSTRALIA

Australia is a sophisticated, friendly and affordable country which enjoys one of the highest standards of living in the world. The average international student in Australia spends about \$360\*per week on:

Accommodation	\$130	Single furnished room in a shared unit within 15 minutes of ISBT by train or twin share room within walking distance of ISBT, including utilities. Usually a refundable bond of 4 weeks rent in advance is required.
Food	\$90	Assumes you cook most food, with the occasional cafe meal.
Clothing	\$20	
Entertainment	\$20	Your UNE student card can be used for a discount at cinemas, museums etc.
Transport	\$30	Cost of a weekly train ticket for stations within 30 minutes of ISBT.
International and Domestic Travel	\$20	For a trip home at the end of the year.
Telephone	\$20	Phone cards to call home are approximately \$5.
Textbooks	\$20	The Details of where and how to purchase these will be made available at enrolment.
Incidental Costs	\$10	
<b>Total</b>	<b>\$360</b>	

Students may spend more or less, depending on the course they choose to study, where they choose to live and their lifestyle. The individual figures above are approximate costs for Australia and exclude tuition fees. Married students will need to add approximately \$8000 per annum for a spouse, plus \$3,000 per annum for each dependent child. Full school fees are payable for dependent children.

\*Australian Government estimate in \$AUD:

<http://studyinaustralia.gov.au/Sia/en/StudyCosts/LivingCosts>



## APPLICATION PROCEDURE

Applicants are required to:

- Complete all sections of the attached Application Form
- Attach certified copies of all academic certificates, transcripts, English language proficiency results, and any other relevant documents
- Attach a certified copy of the pages of your passport bearing your signature and personal details
- Give the completed application with attachments to one of ISBT's official representatives or send directly to the following address for processing.

**Admissions and Marketing Department  
ISBT  
Level 8,  
301 George Street,  
Wynyard, Sydney, NSW 2000  
Australia**

Should you need any further assistance please contact ISBT

Tel: + 61 2 9262 1280

Fax: + 61 2 9262 1238

Email: [info@isbt.nsw.edu.au](mailto:info@isbt.nsw.edu.au)

\* The information provided in this brochure was correct at the time of printing. The University of New England reserves the right to change course contents and units. Please contact ISBT directly to confirm information.







# ISBT



## ISBT - SYDNEY

Level 8,  
301 George Street,  
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