Welcome
Message from
Congratulations on being offered a place at one of Australia's most prestigious universities, the University of Adelaide.

Established in 1874, this University has an association with five Nobel Laureates, produced nearly 100 Rhodes scholars and has high calibre graduates in senior positions all over the world.

Adelaide is a great place to study and a wonderful place to live. There are numerous benefits of living here which you find in few other places around Australia or, indeed, the world. South Australia has a thriving, culturally diverse and inclusive society. The people of Adelaide are warm and friendly. The quality of education is complemented by the affordable cost of living in a city that is well resourced, yet with a pace of life that is relaxed and dignified.

You will never be alone at the University of Adelaide. From the moment you arrive, there are support structures in place to make you feel welcome and settle in easily. We have a large population of international students from all over the world, and our New International Student Orientation Program provides a great way to meet fellow counymen and women, and to make friends with students from other countries. The University of Adelaide's programs and staff are of a high quality, and our facilities are designed to make studying as easy as possible.

Most importantly, the University of Adelaide offers an educational environment which will not only complement but also enhance your studies in your home country.

On behalf of the University, and of the people of Adelaide, I welcome you to our city.

Professor James A. McWha
Vice-Chancellor
1. Accepting Your Offer of Admission

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# 5 Steps to Enrolment

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| 1    | **Understand Your Offer**  
Read your Letter of Offer and all the information provided with it. Ensure that all conditions (if any) in the Letter of Offer have been met. |
| 2    | **Organise Your Paperwork and Payment**  
Depending on your country of citizenship you may need to show that you are eligible to apply for a student visa (see section 2, Your Student Visa), before returning the following documents to the University:  
  * Completed and signed Acceptance and Payment Form  
  * Documents showing you have met the conditions (if any) indicated in the Letter of Offer  
  * Copy of personal details pages in passport  
  * Payment in bank draft or by credit card of the tuition fee (if applicable), Overseas Student Health Cover (OSHC), and Pre Enrolment English Program (PEP) tuition fee, if applicable  
On receipt of the above, the University will:  
  * Ensure all conditions of the offer (if any) have been met  
  * Issue you with a Confirmation of Enrolment (CoE)  
  * Provide information on how you can inform the University of your arrival, request airport pickups, and have temporary accommodation arranged. |
| 3    | **Apply for Your Student Visa**  
Upon receipt of your CoE, you should proceed with your student visa application at an Australian Embassy, Consulate, High Commission, or Department of Immigration and Multicultural Affairs (DIMA) office. |
| 4    | **Prepare for Departure**  
Make your travel arrangements, inform the University of your expected arrival, and book your airport pick-up and temporary accommodation if required. |
| 5    | **Arrive and Settle In**  
Arrive in Adelaide and attend the International Student Orientation, Course Advice and Enrolment sessions before beginning your studies at the University of Adelaide. |
1.1 About Your Offer

You have received either:

a) An unconditional offer; or

b) A conditional offer. This means you need to provide further information to the University. Only when you have satisfied or met the conditions will you be accepted for entry into the Study Abroad or Exchange program. Common offer conditions may include:

English Language Proficiency Requirements

If your offer states that you have not met the University’s English language requirements, you should send evidence of your English language proficiency to the International Office showing that you have met the requirements indicated in the offer.

Please note: For student visa application purposes, DIMA will only accept IELTS scores for applicants from DIMA level 3-4 countries with certain exceptions as stated on the DIMA website: www.immi.gov.au/students/index.htm

1.2 Steps to Accept Your Offer

To accept the offer, you must complete and return the following:

- Documents showing you have met the conditions of your offer (if any)
- Completed and signed Acceptance Form
- A copy of the personal details pages of your passport
- Payment of (a) the tuition fee (if a Study Abroad student) and (b) Overseas Student Health Cover.
- Payment for your Pre-Enrolment English Program, if applicable
- Evidence that you are eligible to apply for a student visa, if you are a citizen of a country classified Assessment Level 3, 4 or 5 by DIMA (see Section 2 – Your Student Visa)

Making Your Payment

All payments are to be made in Australian dollars using either:

1. Bank Draft/Cheque - You will need to contact your bank and obtain a bank draft/cheque in Australian dollars payable to ‘The University of Adelaide’. Please write your name and application ID on the back of the bank draft/cheque.

2. Credit Card - The University accepts Mastercard, Visa and American Express only. Please ensure you have adequate funds available and your credit limit will cover the payment. The University will not issue your Confirmation of Enrolment until your credit card payment has cleared. Please note that some banks will not allow large sums of money to be credited to the card at one time – this may lead to your payment being refused and delays in the processing of your CoE. Please check with your bank regarding their policy on this.

Returning Your Acceptance

Please return the acceptance documentation and payment in one of the following ways:

- Through your home institution (if an Exchange student)
- To the official agent of the University through whom you submitted your application (if a Study Abroad student). Your agent can also answer any questions on the acceptance procedures and advise you on the student visa application process. Or
- Directly to the International Office at the University of Adelaide:
  - by post or courier to the address shown in the Letter of Offer
  - by email to daniel.place@adelaide.edu.au

- by fax on +61 8 8303 3988, or
- in person.

Before completing the Acceptance Form, please read carefully the sections on Fees, Pre-Enrolment English Program (if applicable), and Your Student Visa.

Once the University receives your completed acceptance documentation and payment, a Confirmation of Enrolment (CoE) will be issued. It may take between two days to one week for the University to issue your COE, depending on how quickly the payment can be cleared. You will need the CoE to lodge a student visa application at the Australian Embassy, Consulate or High Commission you nominated in the Acceptance Form.
1.3 Fees

**Tuition Fees**

Exchange students are not required to pay tuition fees. Study Abroad students are required to pay a standard tuition fee per semester of study. This fee is indicated in your offer letter, and payment for one semester of study is required before the CoE can be issued. If you are studying at the University for a second semester, the tuition fees for that semester will be due at the end of your first semester.

If fees are not paid when they are due, the University will cancel your enrolment. If your enrolment is cancelled you are no longer permitted to participate in teaching, learning or assessment of any University course. The University is required to inform DIMA that you no longer meet your visa requirements.

For information on the University’s Refund Policy for International Students, see section 1.7.

**Overseas Student Health Cover (OSHC)**

The Australian Government requires all international students and their families to pay for health insurance in Australia through the Overseas Student Health Cover (OSHC) scheme. OSHC helps pay for medical care you may need when you are studying in Australia. You will need evidence that you have OSHC before you can obtain your Australian student visa. Membership of a health insurance scheme in your home country does not exempt you from paying OSHC. Only Swedish students covered by CSN International (the Swedish National Board of Student Aid) or the Kammarkollegiet, and Norwegian students covered by the Norwegian National Insurance Scheme are exempt from paying the Australian Overseas Student Health Cover as a result of special inter-governmental arrangements.

There are several providers of OSHC in Australia. The University’s preferred provider of OSHC is Worldcare. Further information on OSHC Worldcare and its cover is available on its website: [www.oshcworldcare.com.au](http://www.oshcworldcare.com.au). If you insure with OSHC Worldcare through the University, the University will disclose your relevant personal details to OSHC Worldcare for registering your OSHC.

It is a requirement of the University that all students have OSHC for the duration of their program at the time of admission. The total fee for OSHC is quoted in your Letter of Offer. The requirement to have program length cover applies irrespective of the insurance provider you choose.

At the time of printing the fee for OSHC basic level cover is AUD$175 for one semester or AUD$349 per year for a single student. This is subject to change.
When your OSHC payment is received, the University will pay OSHC Worldcare on your behalf for your selected policy and indicate on your CoE that you have paid your OSHC membership card. Please note that you are responsible for subsequent OSHC renewals during your study in Australia.

If you prefer to have your OSHC arranged by another provider, you will have to provide proof of your OSHC to the Australian Diplomatic Mission when applying for your student visa.

OSHC Services
The OSHC Worldcare brochure in your offer package provides detailed information on the level of coverage and what services are currently offered on the basic OSHC policy. Services and Charges NOT currently covered by OSHC include:

- Treatment for medical conditions, or disabilities, in existence before you came to Australia during the first 12 months of membership
- Additional charges for single room accommodation in hospitals
- Assisted reproductive services such as in-vitro fertilisation (IVF)
- Dental, physiotherapy, optical wear
- Pregnancy related services if your visa is for three months or less
- The difference between the scheduled fee for any service and the actual charge levied by the doctor or the hospital (Remember, many doctors and private hospitals charge above the scheduled fee)

If you have a pre-existing medical condition, you may like to investigate additional insurance options in your home country for the first 12 months of your stay in Australia.

1.4 Pre-Enrolment English Program

The Pre-Enrolment English Program (PEP) is an academic English program offered by the University for students from language backgrounds other than English. The PEP helps students who have achieved an IELTS (or equivalent) score slightly below the admission requirements to improve their English, and can provide an alternative entry pathway for applicants who have received conditional offers. Applicants must complete all aspects of the appropriate PEP to the satisfaction of the PEP Assessment Committee. On successful completion these applicants are granted direct entry into the University.

The PEP also provides an excellent preparation for study for international students who have the required English Language proficiency score for entry into the University of Adelaide and wish to improve their language and academic skills before commencing their academic program.

More information about the PEP is available on the University of Adelaide website: [PEP website](www.adelaide.edu.au/elc/courses/pep/)

Objectives
The overall goal of the PEP is to help students develop the communication, language and learning skills needed to participate successfully in the academic culture of the University of Adelaide. The program is to assist students to develop:

- Oral communication: a willingness to speak out and participate in activities
- Independent study skills
- Familiarity with, and skills in, Australian academic styles of thinking, learning and presentation of ideas
- Research and academic writing skills and reporting findings in written form
- A familiarity with, and confidence in, locating and using student facilities and services.
- Reflecting on, and developing action plans for personal language progress

Before enrolling in the PEP, it is important to note the following:

Study abroad student
“Explore or get involved! When I first arrived I picked up fliers and news sheets wherever I went. Through these I found out what was going on – including the famous South Australia Living Artists Festival in August – and got a better sense of Adelaide. I also joined the University’s Theatre Guild – I went to a show and ended up working on the next production. I’ve made many friends and found a comfortable community in which to hang out.

One of my favourite things about the University of Adelaide is its close proximity to so many great places – the State Library, Migration Museum, South Australian Museum and the Art Gallery – and they’re all free.”

Katharine Innes (USA)
Assessment Components

Each of the assessment items listed below forms an essential part of the PEP, and all of these items will be taken into account in the final assessment.

1. Coursework
2. Oral/Aural competence
3. Demonstrated skills
4. Essays
5. Written work progress during the course
6. Teacher’s Report and Recommendation

Assessment Result

The PEP Assessment Committee at the completion of the program will consider all of the above components of the assessment. The PEP assessment has three potential outcomes for the student. These are:

1. Direct Entry into the University of Adelaide
   The student will be granted direct entry into the study abroad or exchange program at the University of Adelaide.

2. Conditional Entry into the University of Adelaide
   The student’s entry into the University of Adelaide will be dependent upon either:
   1. Satisfactory participation in one or more full-fee paid Concurrent English Programs or
   2. Achieving the appropriate IELTS score.

3. Entry into the University of Adelaide Not Recommended
   Where the student has not achieved a satisfactory result in the PEP assessment, he/she will not be admitted into the University of Adelaide. He/she will be advised to take one of the following courses of action:
   • Take an IELTS test immediately and enrol if the required score is attained; or
   • Undertake further English language study in an English language centre and gain the required IELTS score; or
   • Satisfactorily complete the next available PEP.

Accepting Your Offer / 07

Usha Joyrama (Malaysia)

Commerce/Laws

“When I came to Adelaide I realised I’d made an excellent choice. It’s a smaller city compared to Kuala Lumpur, but it has a vibrant atmosphere where there is always something happening. The shopping is great - they have all the major chain stores as well as a lot of obscure little shops where you can find some really great stuff. As for entertainment, there is so much on offer - from opera, theatre and dance at the Festival Centre, to world-class pop at the Entertainment Centre. I honestly could not have asked for more.

My course is very demanding but I’ve been able to access help when I need it and I’ve found that I’m able to cope as well as anyone. My advice is to get out of your comfort zone. Be accepting of other cultures and your environment but don’t lose sight of where you come from. There’s more to life than just knowing what you’ve always known.”
Applying for the PEP

There is no separate application form for the PEP. To confirm your PEP enrolment, please complete the relevant section in the Acceptance and Payment Form included in your offer package and return it with the correct payment to the International Office. Before enrolling into any PEP, please read the Enrolment, Refund, Transfer and Late Arrival Policy of the English Language Centre at www.adelaide.edu.au/elc/apply/.

1.5 Deferment

Exchange students

Exchange students who wish to defer their time of commencement should consult with their advisers at their home university.

Study Abroad students

Study abroad students who wish to defer commencement to a future semester should email the International Office indicating their preferred commencement date. A new offer letter will be issued for the appropriate starting date.

Please note: fees may increase from time to time, and you will be charged the fee which applies at the time of commencement (not deferment).

1.6 Course Selection/Enrolment

Study abroad and exchange students are able to enrol in their courses online before they arrive in Adelaide. Information about the enrolment process and the codes to access the University’s online enrolment system will be sent to each student after their CoE has been issued.

If students cannot or do not wish to enrol before they arrive, they are welcome to enrol during the international student orientation week.

Course search

To search for courses, please refer to the following website: http://access.adelaide.edu.au/courses/search.asp

Use the “Subject Area” categories to search for relevant courses (for example HIST for all history courses, MICRO for Microbiology). Please note that the course codes for each course relate to year level – for example, courses with the code 1XXX are first year level courses, 2XXX courses are second year, and so forth.

Click on the course name for a course description. Information regarding class times will be available on the same website.

The normal enrolment for one semester is 12 units.
**Restricted courses**

Please note that some Faculties have restrictions on the courses which are available to study abroad and exchange students, as follows (these are also outlined in your offer letter):

- Students who wish to take Architecture or Design Studies courses must obtain prior approval to take these courses
- Students may not take any courses which form part of the Medicine or Dentistry degree programs
- Spanish, Italian, Portuguese and Indonesian language and culture courses are not available (these are taught by another university)
- There are significant restrictions on music performance courses
- Science courses which have the BIOTECH course code are not available
- Science courses which have the name of the specialisation (in brackets) after the course name are not available. For example BIOCHEM 3003 Genes and Proteins III (Molecular Biology). Equivalents to these courses are often available (for example BIOCHEM 3000 Molecular and Structural Biology III is the equivalent for the course named above).
- Students who wish to take courses in Media Studies (course code MDIA) must obtain prior approval to take these courses
- There are enrolment restrictions on some Oenology and Viticulture courses – prior approval must be obtained to take these courses.
- Students who wish to take postgraduate level courses must have completed 3-4 years of their home university program. Approval to take postgraduate courses is considered on a case-by-case basis by the appropriate department.
- Postgraduate level courses offered by the Faculty of Humanities and Social Sciences and the School of Commerce are not available to exchange students.

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**1.7 Refund Policy for International Students**

The following is an extract from the Refund Policy for International Students. Full policy details can be viewed at [www.adelaide.edu.au/policies/61/](http://www.adelaide.edu.au/policies/61/)

This policy complies with all of the requirements for tuition fee refunds stipulated in the Education Services for Overseas Students (ESOS) Act 2000, associated Commonwealth regulations, and the ESOS National Code of Practice.
Refund Policy for International Students

1. Full Refunds
Full refunds of tuition fees paid are made in the following circumstances:
(a) If the University is unable to provide in full the academic program offered any time from the agreed starting date.
(b) If the University withdraws an offer of enrolment for reasons other than those in 2a below (for example, where a student fails a preliminary program, such as PEP or Foundation Studies, the successful completion of which is a condition of the offer to their principal program). The University will provide a refund within two weeks of the date that it defaults in providing the agreed academic program.
(c) An application for a student visa to attend the University is denied. The student must present certified evidence to the Student Finance Office that DIMA has refused their application. The University will provide a refund within four weeks of the date it receives the evidence.
(d) An application for a student visa to attend the University is delayed by circumstances beyond the student’s direct control, and as a result is not ready in time for the student to commence their program in the Semester for which they applied. A student requesting a refund on the grounds that his or her visa was delayed will be required to provide independent documentation or evidence to support their claim that the visa was delayed by circumstances beyond their control. Full refunds cannot be provided where the visa is primarily delayed by the student’s own action or inaction.

2. Partial Refunds
Partial refunds of tuition fees paid are made in the following circumstances:
(a) If the University withdraws an offer of enrolment that was based on incorrect and/or incomplete information provided by the applicant, the applicant is eligible for a refund of the total amount paid, less 10% of the annual tuition fee for the academic program in which they are enrolled, as listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
(b) If the applicant decides not to enrol, after accepting an offer of enrolment, he or she is eligible for a refund of the total amount of tuition fees paid, less 10% of the annual tuition fee as listed on CRICOS.
(c) A student who enrolls and pays tuition fees then withdraws from all courses and informs the University before the Census date for the courses, is eligible for a refund of the total amount of tuition fees paid, less 20% of the annual tuition fee as listed on CRICOS, subject to section 3a below.
(d) If the University refuses enrolment to a student who applies after the last enrolment date for his or her program, that student is eligible for a refund of the total amount of tuition fees paid, less 20% of the annual tuition fee as listed on CRICOS.
(e) For academic programs of less than one year’s duration (for example, Study Abroad, Graduate Certificate and PEP programs), the refund will be the total amount of tuition fees paid, less 10% of the program fee in the case of 2(a) and 2(b) above, and 20% of the program fee in the case of 2(c) and (d) above.
(f) The University will provide a refund within four weeks of the date that a student withdraws or notifies the University that they will not be enrolling.

3. No Refund
In the following circumstances, none of the tuition fees paid can be refunded:
(a) If a student withdraws from some or all courses after the Census date for the courses.
(b) A student visa is cancelled for any reason.
(c) A student arrives after the last enrolment date for his or her program, and is permitted to enrol.

4. Changes in Immigration Status
(a) International students whose immigration status changes during the academic year to Australian Permanent Resident can have their enrolment converted to an Australian Fee-Based Enrolment (AFBE), subject to program quota limits imposed by Commonwealth legislation.
(b) Such students must give written notification to the Manager, Administrative Services Branch of their change in immigration status before their enrolment can be converted to AFBE. This option is not open to MBBS students.

5. Conditions for the Payment of Refunds
(a) If a student has a credit balance with the University when he/she graduates or withdraws from all courses before their Census dates, that credit balance will automatically be refunded in full.
(b) Partial refunds can be refunded:
   (a) If a student withdraws from some or all courses after the Census date for the courses.
   (b) A student visa is cancelled for any reason.
   (c) A student arrives after the last enrolment date for his or her program, and is permitted to enrol.
(c) Refunds may be transferred to another university or tertiary institution if authorised in writing by the student or the student’s sponsor.
(d) Refunds will normally be made in Australian dollars, within four weeks of the day on which the student:
   (i) notifies the University in writing of their intention to refuse an offer, or
   (ii) becomes eligible for the refund, and/or
   (iii) withdraws.
(e) A student enrolled in a program that does not have online enrolment (for example, PEP) will be deemed to have withdrawn on the date the University receives written notification of their intention to withdraw.
(f) Students who withdraw after making a fee payment may, in special circumstances, apply in writing to the Manager, Administrative Services Branch, to have the payment held over rather than forfeited.

6. Special Circumstances
Where students do not meet the criteria for a refund on any ground specified above, they may apply in writing for a refund in special circumstances according to the University’s Refund of Tuition Fees In Special Circumstances Policy, available at www.adelaide.edu.au/policies/67/

7. Appeals
(a) Students can appeal against refund decisions under the provisions of the Student Complaints Policy. Refer to the Student Complaints Policy at www.adelaide.edu.au/policies/100/.
(b) The University’s student complaints and dispute resolution processes do not inhibit the student’s right to pursue other legal remedies.
(c) This refund policy does not remove the right of the student to take further action under Australia’s consumer protection laws.

10 / Accepting Your Offer
The student visa application process can be lengthy, taking anywhere from a few weeks up to several months. It is up to you to consult closely with the Department of Immigration and Multicultural Affairs (DIMA) before applying for your visa.

Applications are assessed by DIMA according to the Assessment Level of individual applicants. The passport you hold and the education sector of your principal academic program determine your Assessment Level. Study Abroad and Exchange students should apply for a visa Subclass 575 Non-award. Current information about the student visa application process can be found at the DIMA website: www.immi.gov.au/students/index.htm. For a full list of Country Assessment Levels, go to www.immi.gov.au/allforms/booklets/iforms.htm and select form 1219i.

2.1 Students from DIMA Assessment Level 1 - 2 Countries

Once you have received the Confirmation of Enrolment (CoE) from the University, you will need to contact your nominated Australian Consulate, Embassy or High Commission to apply for your Australian student visa.

2.2 Students from DIMA Assessment Level 3 - 5 Countries

If you are a citizen of a country in Assessment Level 3-5, you are required to provide evidence that you are eligible to apply for a student visa by obtaining a Pre Visa Assessment from DIMA.

Please consult with your Australian Consulate, Embassy or High Commission for details.

You will also be required to provide an IELTS test result as evidence of your meeting DIMA’s English requirement.

Upon receiving notification from DIMA that you are eligible to apply for a student visa, please follow the offer acceptance procedures (see section 1.2) and then continue your student visa application once receiving the CoE from the University.

2.3 Student Visa Conditions

When you receive your student visa, DIMA will provide you with an explanation of the conditions attached to your visa. Please read your grant letter and/or visa label carefully for details of the conditions of your visa.

A student visa permits multiple entry to Australia for the duration of the visa.

Outlined below are some of the key student visa conditions. You can find more detailed information on the DIMA website.

- All student visa holders and their dependants must maintain Overseas Student Health Cover for the duration of their student visa.
- Students are expected to meet their Program requirements, including attendance and progress requirements.
- Students are expected to maintain a full-time enrolment.
- Students must complete a minimum of one academic year in their principal academic program before transferring to another Australian education institution.
- All initial student visas are granted without work rights. Once you have started your program of study (and can provide evidence of this) you can apply to DIMA for permission to work. Students granted work rights may work up to a maximum of 20 hours per week. During official vacation periods students can work unrestricted hours. For more information on conditions for working while studying see www.immi.gov.au/students/students/working_while_studying/conditions.htm
- Dependents of undergraduate students may work up to 20 hours per week after the principal student visa holder has commenced their studies in Australia.
- Please note that a student visa is subject to mandatory cancellation if a student works in excess of the visa conditions.

It is important to note that work should not be relied upon to meet the costs of study or general living expenses.
Noriko Tomisawa (Japan)

Study Abroad student

“The best thing about Adelaide is the people – they are really friendly. For the first month I lived with a local family, which was a great way to settle in quickly.

The University has been very supportive. If I have any trouble I know I can just ask a tutor or lecturer or the International Student Centre for help.

Adelaide is a world away from my life back in Japan, but I haven’t experienced much of a culture shock – I just enjoy the difference!”

For many students this will be your first opportunity to live in another country. You may feel excited, as well as a little nervous and unsure of what to expect - this is normal! You can make the transition from home to Adelaide easier by preparing yourself. This section provides some of the key information you will need to make a successful transition.

### 3.1 Accommodation

Adelaide boasts a wide range of accommodation options to suit different budgets and tastes, including University-managed accommodation, residential colleges, student hostels, private rental and share housing. It is a good idea to start thinking about your accommodation options before you leave your home country, as rooms in colleges and University-managed accommodation often book out early.

For more information refer to the Accommodation Guide provided in this package of information or visit [www.adelaide.edu.au/accommodation/](http://www.adelaide.edu.au/accommodation/)

#### Temporary Accommodation Service

If you prefer to find long-term accommodation after you have arrived in Adelaide, the International Student Centre can arrange on-arrival temporary accommodation for one week. Further information on how to arrange this service is provided with your offer letter.

### 3.2 Meet and Greet Service

The University’s International Student Centre provides a free ‘Meet and Greet’ service to meet you, usually at the airport, when you first arrive in Adelaide and take you to your accommodation. Further information on how to arrange this service is provided with your offer letter.

### 3.3 Important Documents You Will Need

- A valid passport
- Student visa
- Letter of Offer from the University
- Enrolment letter with username and password
- References: Bring a couple of written references (in English) as you may need to provide them to potential landlords and/or employers.

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**Hyojin Kim (Korea)**

**Exchange student (Politics)**

“The University of Adelaide has a lot of excellent support services. It was nice to have someone meet me at the airport when I first arrived, and I have often taken advantage of the security service, which drops me home to my door when I’ve been studying late on campus. In Adelaide everything is so well connected in terms of transport and accommodation. It only takes me a few minutes to get to uni, and the campus is right in the city close to shopping, saving me a lot of time. The academic environment is fantastic. I really enjoy the tutorials – they’re a chance to talk and share ideas, which is really important to me as a politics student.”
Other Legal Documents
Bring any other legal documents that you believe may be necessary (eg: marriage certificate).

Copies of Important Documents
Bring photocopies of your passport and visa details, as well as a record of your traveller’s cheques, bank drafts, credit card numbers and any return air tickets. Keep these separate from the originals.

3.4 Items to Bring with You

Clothes
Australians tend to dress casually in most situations. Bring a range of informal summer clothes such as t-shirts, shirts, a bathing suit and lightweight trousers or skirts and some warmer clothes for winter, including jeans, jumpers/sweaters and a winter coat. You may also like to bring a suit or dress for formal occasions. Keep in mind that you can buy clothes in Adelaide, from cheap functional wear to more costly designer garments.

Shoes
Personal preference will dictate what shoes you pack, but you’ll be well-prepared if you bring sports shoes, walking shoes, sandals and dress shoes.

Personal Items
Towels, toiletries, bed sheets, pillowcases, calculator, alarm clock, camera, dictionary, personal stereo and umbrella.

Medical
Bring prescriptions for any regular medication, as well as a spare pair of spectacles or contact lenses and a current optical prescription (if required.)

Other tips
- Dental services can be expensive in Australia, so have your teeth checked and any necessary dental work completed before you leave home.
- The standard voltage for electrical appliances in Australia is 240 volts. Electric plugs have three flat pins. You can buy adaptors in Adelaide.

The University offers a free Meet and Greet service.

Jan Huckenbeck (Germany)
Study Abroad student (Engineering)

“Before I arrived I wanted to plan every detail, but when I got here it all worked out so easily and I realised I needn’t have worried. The Orientation program was really good, and I used the University accommodation service to find a great place to live – only 15 minutes from the city and the beach!

I’m a social person, and Adelaide is great for that – there’s lots of live music and festivals. I’ve joined the University soccer club and the waterskiing club, and have been on some great trips and made a lot of friends.

My advice would be to take advantage of all the services on offer. Go to orientation, join a club, be friendly to people, and make the most of your time.”
3.5 Money Matters

Bring enough cash in Australian dollars to cover your first couple of days (approximately $200-$300) and traveller’s cheques to cover expenses and establishment costs for the first two or three weeks ($1000-$1500). A local money exchange is open at the Adelaide airport from 4.30am – 10.30pm.

Arrange for a bank draft to cover your expenses for at least the first three months in Adelaide. Remember that it can take up to two weeks to clear a bank draft.

International credit cards such as Master Card, Visa, American Express and Diners Club can all be used in Australia.

If you need a bank account in Australia to transfer funds into before you leave home, you can download an application form to open a bank account with BankSA (website: www.banksa.com.au) which is located on the University’s North Terrace campus. You need to complete the form and fax it directly back to the bank.

Planning your budget

Before you depart for Adelaide, it is strongly advised that you carefully consider the financial costs of the near future.

Accommodation is the largest variable cost – it can cost from around A$90 per week for shared private accommodation outside of the city centre, to A$190 per week for University managed accommodation within the city centre. There can be very large set-up costs associated with private accommodation that are not applicable to university-managed accommodation.

Study Related Costs

The program tuition fee does not cover additional study related costs. All students should allow additional expenditure of at least $500 per year for textbooks and basic study materials. Depending on the program other costs may include:

- specialist equipment (laboratory coats, microscopes, stethoscopes)
- optional supplementary reading and academic program materials
- field trips
- specialist materials
- research related expenses such as thesis preparation, printing and binding.

3.6 Travelling to Adelaide

Travelling Tips

- Check with your airline about baggage limits
- Wear comfortable clothes and shoes on the aircraft, especially if it is a long flight.
- Be able to carry your own luggage. There are no porters in Australian airports, and University staff cannot assist you with your luggage. Trolleys are available free in international airports and for a small fee in domestic airports.
- Do not carry parcels for strangers or leave your bags unattended. If you are asked to bring something for a friend or relative, personally examine the contents. Clearly label all of your luggage.
- If you bring more than AUD $6000 cash into Australia you will have to complete a cash transaction report at Customs on arrival.
You will be required to complete an Incoming Passenger Card, which is issued to all passengers on the aircraft before arrival. You must declare any prohibited items listed on the Customs Form. Severe penalties may apply for false declarations.

**Australian Quarantine Regulations**

Australia’s quarantine laws are very strict and many food items, plants, animal products and some medicines may not be brought into Australia. These items can carry pests and diseases harmful to our unique environment and agricultural industries.

Before landing in Australia airline staff will give you an Incoming Passenger Card. It is very important that you take some time to carefully read it. You must declare all foods, plants and animal products when you arrive in Australia. This includes tea, coffee, milk products, herbs, spices, dried fruits, confectionary and anything made from wood, cane, rattan or animal products like raw hide and feathers.

All travellers entering Australia who do not declare quarantine risk items now face an on-the-spot fine of up to $220. This could happen as a result of failing to declare something as small as a piece of fruit. All luggage is screened by quarantine officials on arrival in Australia.

These restrictions also apply to items being mailed to Australia, so while staying in Australia you should let your friends and family overseas know about Australia’s quarantine rules.

If you are unsure about what goods are permitted to take or mail into Australia visit [www.aqis.gov.au/whatcanti/](http://www.aqis.gov.au/whatcanti/) where you can download the ‘What can’t I take into Australia?’ and ‘What can’t be mailed to Australia?’ brochures. They are available in 14 languages including Arabic, Chinese, German, Hindi, Indonesian, Japanese, Korean and Spanish.

**Personal Computers**

The Australian Customs Service allows the temporary importation of personal computers without the payment of duty or GST but there are conditions attached. You can bring your computer to Australia without taxes provided the computer is to be exported within 12 months of its importation, and upon receipt of a written undertaking - a security - that all duties and taxes will be paid should the goods not be exported. Computers owned and used for more than 12 months prior to your departure will be cleared without duties and taxes, provided evidence of ownership (such as an invoice, receipt or bank statement) has been submitted to Customs. If your stay in Australia will be up to 24 months, approval may be given. Each case is taken on its merit and the ability of the student to satisfy Customs that all duties and taxes will be paid if exportation of the goods is not undertaken by the agreed date. Students staying longer than 24 months will be subject to a tax of 10% of the value of the computer being brought in as hand luggage. For computers sent by freight, there is a tax of 10% of the value of the computer and 10% of the freight charges payable. You can check the latest information on customs requirements by visiting [www.customs.gov.au](http://www.customs.gov.au)

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**Virginie Léonce (France)**

Exchange student

“The campus has wonderful buildings and grounds, and it’s all very compact and convenient. There are so many study topics to choose from, and I really appreciate the Asian subjects that are not available back home. The lecturers are very open and approachable – you feel free to ask questions and exchange ideas.”
South Australia at a glance

Area: 984,377 square kilometres

Capital: Adelaide

Airport: The new Adelaide Airport was opened in 2005 and is located 7kms from the city centre.

Coastline: 4,800 kilometres (with 100 islands)

Population: Statewide 1.5 million, Adelaide 1.1 million. About 20% of South Australia’s population was born overseas in more than 200 different countries.

Climate: Adelaide has a temperate climate, with an average daily maximum of 28°C in summer (Dec-Feb), and 16°C in winter (June-Aug).

Economy: South Australia has a broad base of thriving industries, including agriculture, wine, communication technology, automotive production, defence, biosciences, tourism and the arts.

4.1 Welcome and Orientation

At the start of each semester the University runs a comprehensive New International Student Orientation Program to help you make a great first start to University life. The program will introduce you to the city of Adelaide, the University environment and community. This is the time to settle in and get the information and skills you will need to be successful in your chosen academic program. All international students are required to attend.

During Orientation, workshops are run on a range of topics such as enrolment and course advice, academic writing, student cards and online services, overseas student health cover, and Australian culture.

The Welcome Centre is the hub of the Orientation Program. Before and after workshops, it is the place where you can sit back with a ‘cuppa’, relax and meet other students.

For more information on Orientation visit www.international.adelaide.edu.au/living/orientation/

Peer support mentors

A peer mentor is a continuing student who volunteers to help new students. The Peer Support Program has a mix of international and local students who are here to help you settle in and give you a student’s perspective of Adelaide and University life. The peer mentors run the after-hours fun. A full social program is designed so you can meet others and experience some of what Adelaide has to offer. Some of the events include games and pizza nights, movie nights, and day trips to areas outside the city.

The peer mentors also run several tours, such as the North Terrace campus tour and lecture theatre tour. They also host the Central Market tour, showing you how to catch the free bus through the centre of Adelaide to the markets, where you can buy fresh foods from all around the world at the best prices in Adelaide.

Adjusting to University Life

All students beginning at the University of Adelaide undergo a period of adjustment. You will not only have to adjust to new learning and teaching methods but also to a new country as well.

It will take different students different periods of time to adapt. There are two important things to remember. First, you will not be alone in finding University life new, sometimes difficult and often challenging, as Australian students go through this experience too. Second, there are people who can help you through this period, including International Student Centre staff, student counsellors and course advisors.
4.2 Academic Year Dates for 2007 and 2008

The academic year is divided into two semesters: Semester I (February/March until the end of June), and Semester II (July/August until the end of November). After Semester I ends there are official University holidays for several weeks, and a holiday of several months at the end of Semester II, during the summer (see tables).

4.3 Studying at University

University students in Australia are expected to be independent and largely self-reliant in their studies. You may find that many of the decisions about what to learn and how to learn it, previously made for you by others, will now need to be made by you alone. As well as being an independent learner you will be expected to engage in learning activities with other students. You may need to complete a report, an experiment, or a project by collaborating with others in a small group where each takes responsibility for a particular section or stage of the work.

If you have any problems adjusting to different learning situations, contact an International Student Advisor or one of the staff in the Language and Learning Service of the Centre for Learning and Professional Development (CLPD) who will help you in your orientation to new ways of learning. Do not be afraid to approach either your lecturer or tutor for assistance. It is also good to talk regularly with other students about what you are learning and how you might apply that learning. Exchanging ideas (and problems!) with others is a great way of learning.

Lectures

For most students lectures will form a large part of your study program. There is a particular skill involved in taking good, useful notes from a lecture, and if you find you are getting behind, or not catching all the information you think you should have, check with other students, or with your lecturer, or get some assistance from the Language and Learning Service. Always follow up your lectures by reading the relevant textbook or other reference, and reviewing your notes.

Tutorials

Tutorials provide a relatively informal environment for the exchange of ideas between a tutor and a small group of students. Particular topics are discussed each week, and you will be expected to contribute to the discussion. You may be asked to 'take' a tutorial. This involves preparing a paper on the given topic, and leading the group in discussion of the important issues. In many courses attendance at tutorials is compulsory, and a percentage of your final mark in the course will be allocated on the basis of your attendance and participation.

Assessment

There is usually a mixture of assessment types, depending on the courses which you take. Common forms of assessment including essays, assignments, practicals, tutorial papers, participation in group discussions and examinations. You will also find that in some courses staff use self-assessment or peer assessment schemes rather than traditional assessment by assignment or examination.

Workload

Workload varies between courses, and is not necessarily spread evenly throughout the year. Sometimes you will find that you have a lot of reading to do, and a number of assignments due at the same time – and exams may be coming up! You may find that completing laboratory or practical work takes much longer than the time actually scheduled for it. You will need good organisational and time-management skills at university. Remember, if you find you are getting behind in your work, you should talk to an International Student Advisor, or seek assistance from the Language and Learning Service.
4.4 Campus Information

The University of Adelaide has four campuses: North Terrace, Waite, Roseworthy, and Thebarton. The North Terrace campus, set in the cultural heart of the Adelaide city, is the University’s main campus where most academic programs are taught. Agricultural-related programs are conducted at the Waite campus, which encompasses the largest agricultural research complex in the Southern Hemisphere; or the Roseworthy campus, a rural campus renowned for excellence in dry land agriculture and animal production. The Thebarton campus is one of the premier university-owned technology research parks in Australia. Within its business incubator, graduates have the chance to develop their skills with some of the country’s most innovative companies.


4.5 University Services

There are many services and organisations on campus that provide assistance to all students. From arrival and throughout your entire time at university you will find staff available to help you on a wide range of matters. You will be provided with detailed information about student services on arrival, but before then you can find out more details on our website [www.international.adelaide.edu.au/support/](http://www.international.adelaide.edu.au/support/)

**Student Card**

Your Student Card is your student ID. It is available shortly after you arrive. You will need it for enquiries at the International Student Centre about personal details, to enter some areas of the University, to borrow books at the library, to sit examinations and for transport concession.

**Email**

All students at the University are provided with email accounts. You will receive instructions on using your email account during the orientation and enrolment period.

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Service Matrix

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<thead>
<tr>
<th>Service</th>
<th>Website</th>
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<tbody>
<tr>
<td>Adelaide University Union</td>
<td><a href="http://www.union.adelaide.edu.au">www.union.adelaide.edu.au</a></td>
</tr>
<tr>
<td>The University of Adelaide Library</td>
<td><a href="http://www.library.adelaide.edu.au/">www.library.adelaide.edu.au/</a></td>
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International Student Centre

The University’s International Student Centre (ISC) is open from 10.00am - 5.00pm on Monday and 9.00am - 5.00pm Tuesday to Friday all year (except public holidays). Staff are available to help with a range of information and support services, including:

- Assistance with visa matters
- Information on overseas student health cover, fees and general inquiries
- Orientation and social activities
- Financial assistance
- Liaison with academic staff on issues affecting academic performance
- Counselling and welfare services for individuals and families, including referral to the specialist service providers
- A range of workshops throughout the semester

Adelaide University Union

Founded in 1895, the Adelaide University Union (AUU) has a long tradition of providing student services and representation, as well as a range of activities and events that make university life so enjoyable.

AUU services and facilities include a fitness centre, sporting clubs, social and cultural clubs, 24-hour computer suite, employment service, financial and legal assistance, advocacy and representation, entertainment, food and beverage outlets, Unibooks bookshop, publications, theatres and cinemas, lockers, student radio and religious spaces.

Students who join the AUU can take advantage of many discounts available to members, including an additional 10% off books, 30% off AUU concert tickets, 25% off photocopying, binding, faxing and lockers, discounts at AUU cafes and the bar, cheaper sporting club and fitness centre membership, as well as a range of savings offered by local businesses on everything from hotel accommodation, travel and computers to cinemas, restaurants and clothing. Membership is $198 per year, and for this members receive an average of $800 in savings.

4.6 University Calendar

The University of Adelaide Calendar (Handbook of Undergraduate Programs and Handbook of Postgraduate Programs) is a comprehensive document providing detailed information about academic program rules and syllabuses of programs. Copies of the Calendar are available for you to consult in the International Student Centre and also on the University website at www.adelaide.edu.au/calendar.

Copies will be available for reference during the orientation period.

4.7 Students with Families

If you intend to bring your partner and/or children to Australia, please be aware there are significant costs for childcare and schooling in Australia.

You can find more information at the following website:
www.international.edu.au/living/family/

4.8 Getting Around in Adelaide

Most international students rely on public transport to get around. If you choose accommodation in the suburbs away from the city centre you might expect to travel by public transport for between 10 to 40 minutes to reach campus. As a full-time student you will be entitled to concession travel on buses, trains and trams. Information relating to public transport routes, timetables and prices for tickets is provided in your Welcome Pack on arrival. The following website will also give you access to comprehensive information about public transport in Adelaide:

4.9 Protecting Your Privacy

Student personal information

Australia has strict privacy laws that mean there are very limited circumstances where the University can release personal or academic information about a student. Such information will usually only be released to Australian government departments and in a health or safety emergency.

The University cannot release any information about a student’s results, attendance, application status or any other matters to their parents. The University issues results at the end of each semester, in July and November. If parents wish to monitor academic results they need to make an arrangement for their son or daughter to provide the results to them.

More information is available in the University’s Privacy Policy at www.adelaide.edu.au/policies/62/

4.10 Education Services for Overseas Students Act

The Education Services for Overseas Students (ESOS) Act 2000 provides consumer protection to international students studying in Australia. The Commonwealth government is committed to ensuring that students receive quality tuition, are treated fairly regarding payment of tuition fees and receiving refunds, and be offered support services to assist them to settle into Australia and complete their studies.

This law also requires that the University assist the government to check that international students comply with their visa conditions, and advise the Department of Immigration, Multicultural and Indigenous Affairs if its students breach their visa conditions.
4.11 Frequently Asked Questions

I’ve sent emails to the University but I haven’t received a response. Why?
Email from the University may have been blocked by your spam filter. Try turning it off.

When should I arrive in Adelaide?
You should arrange to arrive in Adelaide in time to attend the New International Student Orientation Program. For dates, see section 4.2.

Why should I attend Orientation?
Attending the New International Student Orientation Program is the best way to prepare for a successful time at university. The program will give you essential information on University requirements, familiarise you with the city and campus, and give you a chance to meet other students and make friends before you begin your studies.

What if I can’t arrive in time for the start of Orientation?
If you can’t get to Adelaide for the start of the program, please ensure that you check the enrolment website at www.adelaide.edu.au/enrol for essential information about enrolling in your program, and contact the International Student Centre on email at isc@adelaide.edu.au or phone (61 8) 8303 4828.

Will someone meet me at the airport?
Yes, the University provides a free airport pickup service, if you lodge an International Student Arrival Form with the International Student Centre before you leave for Adelaide. Please allow up to 10 days for processing the form. Information on how to obtain the form will be provided once you have accepted your offer of study.

How will you know who I am at the airport?
A staff member will be holding a University of Adelaide sign – it’s up to you to approach them.

What if I don’t need a lift from the airport?
Students are free to make their own transport arrangements, however we recommend that you complete an online arrival form and provide us with your local Adelaide address. If we have your address we will send you Welcome Pack with information on what to do next and who to see at the University.

Where will I live?
The University Accommodation Service can help you arrange accommodation before or after you arrive in Adelaide. For more information, see the Accommodation Guide or visit www.adelaide.edu.au/accommodation

How do I organise temporary accommodation?
The International Student Centre can arrange on-arrival temporary accommodation for one week. Information on how to register will be provided once you have accepted your offer of study.

When will I be able to enrol/register?
Study Abroad and Exchange students can enrol online before they arrive. You will be given advice about enrolment/registration procedures after your COE has been issued. You can also seek course advice after you arrive in order to finalise your enrolment, if necessary. For more information visit www.adelaide.edu.au/enrol

What courses (subjects) can I study?
You can search for courses at the following website: http://access.adelaide.edu.au/courses/search.asp
Please also see Section 1.6 in this booklet for further information.

When will I get my timetable?
You can print out your timetable once you have enrolled. For information on scheduling before you enrol, access the online Course Planner at http://access.adelaide.edu.au/courses/search.asp

My relative/friend has applied to the University of Adelaide. How can I access their status on their behalf?
Australia has strict privacy laws and the University cannot release any information about a student’s application status, results or any other matters to their relatives or friends. For more information on the University’s Privacy Policy, visit www.adelaide.edu.au/policies/62/
4.12 Maps
The University of Adelaide is a member of the Group of Eight, a coalition of Australia’s leading research intensive universities. Group of Eight universities have nurtured all of Australia’s Nobel Prize winners educated in Australia. All were ranked in the top 200 universities of the world in the Times Higher Education Supplement 2006 rankings. They receive over 70% of national competitive research grants and conduct over 60% of all Australian university research as well as producing over 60% of Australian university research publications and two-thirds of patents. The Group of Eight Universities are committed to building the intellectual, social, cultural and economic excellence of Australia’s future. See: [www.go8.edu.au](http://www.go8.edu.au)

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