



UNSW College Applied Programs

Student Handbook



UNSW College Applied Programs Student Handbook

Section One Academic Information For Students

1	UNSW Applied Degrees	4
1a	Bachelor of Applied Business (Business Management)	6
1b	Bachelor of Information Technology (Cyber Defence & Networking)	13
1c	Bachelor of Information Technology (Software Development)	21
2	Grading System	29
3	Work Integrated Learning (WIL)	32
4	UNSW Library Guide	33

Section Two Rules, Regulations & Policies

5	Student Responsibilities	35
6	Academic Integrity	39
7	Academic Progress	44
8	Personal Electronic Device Guidelines	46
9	Submission of Assessments & Projects	49
10	Course Attendance	50
11	Withdrawal & Refund of Fees	51
12	IT Support	54
13	Student Complaints & Appeals Process	

Section Three Student Life, Student Support & Student Safety

14	Recognition of Prior Learning (RPL) Policy	58
15	Student Life	60
16	Academic Support	62
17	Student Wellbeing	63
18	Equitable Learning Support	64
19	Accommodation Support	65
20	Under 18 Students	66
21	Student Safety & Emergency Contacts	69

Section One

Academic Information for Students

Section Two

Rules, Regulations & Policies

Section Three

Student Life, Student Support & Student Safety

UNSW College
Building L5, UNSW Sydney Campus,
223 Anzac Parade, Kensington NSW 2033 Australia

T: +61 (2) 8936 2222

W: my.unswcollege.edu.au

UNSW Global Pty Limited ABN 62 086 418
582 trading as UNSW College™. UNSW College
CRICOS Provider Code 01020K. UNSW College
TEQSA Provider ID: PRV13020 (Institute of Higher
Education).

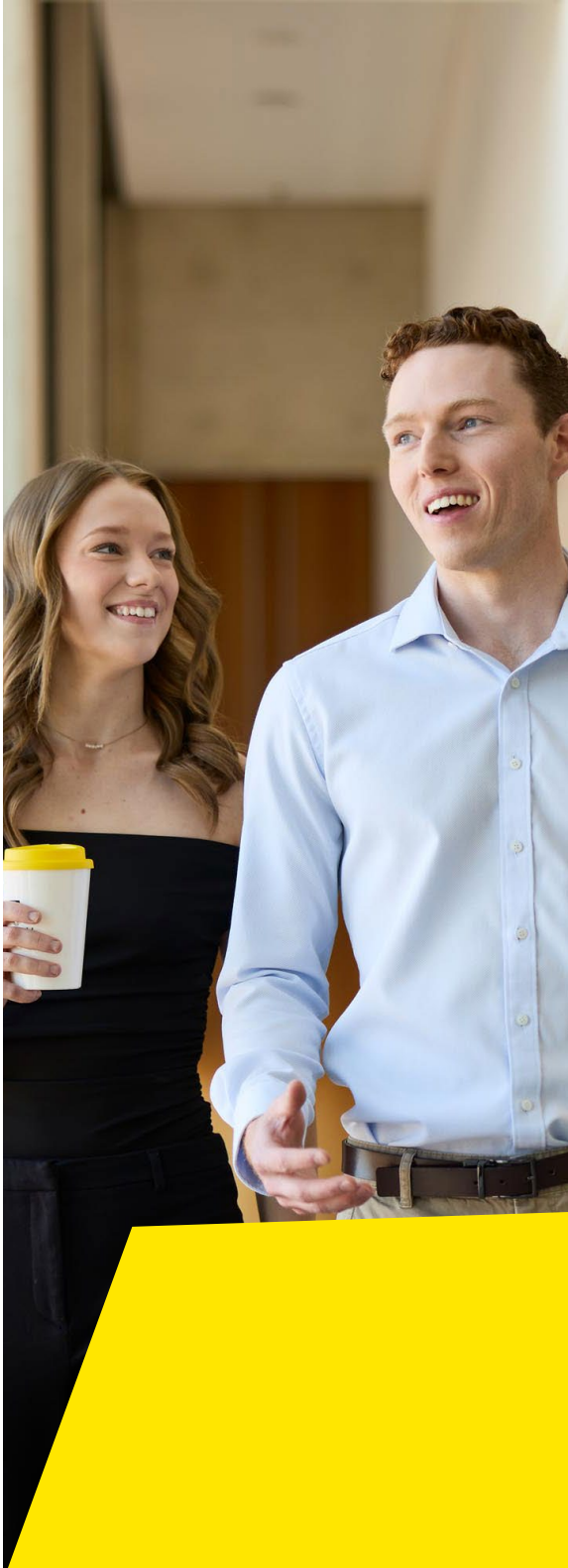
See unswcollege.edu.au/esos for more information.

© 2026 UNSW Global Pty Limited.

All rights reserved. Except under the Conditions
described in the Copyright Act 1968 of Australia
and subsequent amendments, this publication may
not be reproduced, in part or whole, without the
permission of the copyright owner.

This publication is revised periodically and is current
at the time of printing.

The most recent version of this publication and
updated and related policies can be found on the
Current Students Website:
<https://my.unswcollege.edu.au/>



Contents

Section One

Academic Information for Students



1

UNSW College Applied Degrees

UNSW College Applied Degrees are aimed at students who have completed High School or non-school leavers who meet one of the alternative pathways. Entry requirements and information for prospective students for all programs are available on the UNSW College website.

UNSW College offer 3 different Applied programs:

- Bachelor of Applied Business (Business Management) (120245C)
- Bachelor of Information Technology (Cyber Defence and Networking) (120253C)
- Bachelor of Information Technology (Software Development) (120244D)

There are two intakes (starting times) for the Applied Degrees per year. The programs run for 36 months, 3 years, comprising 6 semesters (12 terms), with each term delivered over 8 weeks. Exact intakes dates are listed here [Applied Degrees | UNSW College](#).

Learning Activities and Academic Support

Students will experience a range of learning activities which may include lectures, tutorials, workshops, studios and laboratories. These are delivered on campus or in hybrid mode.

Students will also be able to get extra support, ask questions about learning materials and seek advice regarding assessments in weekly course consultations with class teachers. These consultations run each week of the term. Consultation times are listed on each course Canvas site.

UNSW College is dedicated to help you succeed in your academic journey. Here, you'll find a wealth of information and services designed to support your learning. Whether you need help with a challenging subject, guidance on course selection, or tips on effective study habits, our Academic Support is here to provide the assistance and encouragement you need to achieve your academic goals. Explore the resources available and take charge of your educational success.

Peer-to-peer study support is also available in our Study Club which gives you the space to get help, make new friends and have fun! Study Club is a

social study space that is open to all UNSW College students looking for academic assistance. Supported by UNSW student Peer Leaders, you can expect the following:

- Complete your homework and assignments in a friendly place
- Learn about life at UNSW College from your Peer Leaders
- Get support from Peer Leaders and classmates
- Help you find the answers to your questions
- Learn about different study strategies
- Develop independent learning skills
- Improve your English and communication skills

Study Club is free and all are welcome. See the times and locations for where Study Club is held on the [Current Students Website](#).



Learning Management System (Canvas)

We use an online learning management system, called Canvas which provides all students with access to learning materials including lecture notes, tutorial materials, discussion boards, sample assessments, video lecture recordings, online textbooks and information on how to contact your teachers. Students will be shown during Orientation how to access and navigate Canvas. If you experience any issues with accessing Canvas, please email the Student Information Services Team at SIS@unswcollege.edu.au.

Bring Your Own Device

UNSW College has a Bring your Own Device (BYOD) Policy. Students will need to use their own laptop or purchase one on commencement of their study. Our recommendation for the features they will need in a laptop can be found on your Orientation page on the [Current Students Website](#).

Need help to purchase a laptop? Students who experience difficulty accessing a Personal Electronic Device that meets their program requirements should contact Student Services to discuss available support options.

1a Bachelor of Applied Business (Business Management)

The Bachelor of Applied Business (Business Management) is designed for people who want to develop practical skills, leadership capability, and the confidence to navigate today's business environments.

Whether you're starting out, returning to study, changing direction, or already working in business and looking to progress further, you'll gain industry experience, meaningful support, and a recognised qualification that can open doors and help you move forward.

Gain the skills that matter in today's workplaces:

- **Leadership that makes an impact**
Build skills in motivating teams, leading through change, and making confident decisions in fast-moving environments.
- **Data-informed decision making**
Learn how to interpret data, use industry systems and software, and turn insights into practical business strategies.
- **Strategic thinking for modern business**
Understand how organisations operate, solve complex problems, and plan for growth in dynamic markets. You'll hear from guest facilitators working in organisations including Freedom Furniture, Associated British Foods, Realtair, Australia Defence Force, and Australian Institute of Company Directors.
- **Digital and operational fluency**
May gain experience with the systems and software used in today's workplaces such as MYOB, Xero, Excel, Power BI and other core industry tools.

Learn by doing, from day one

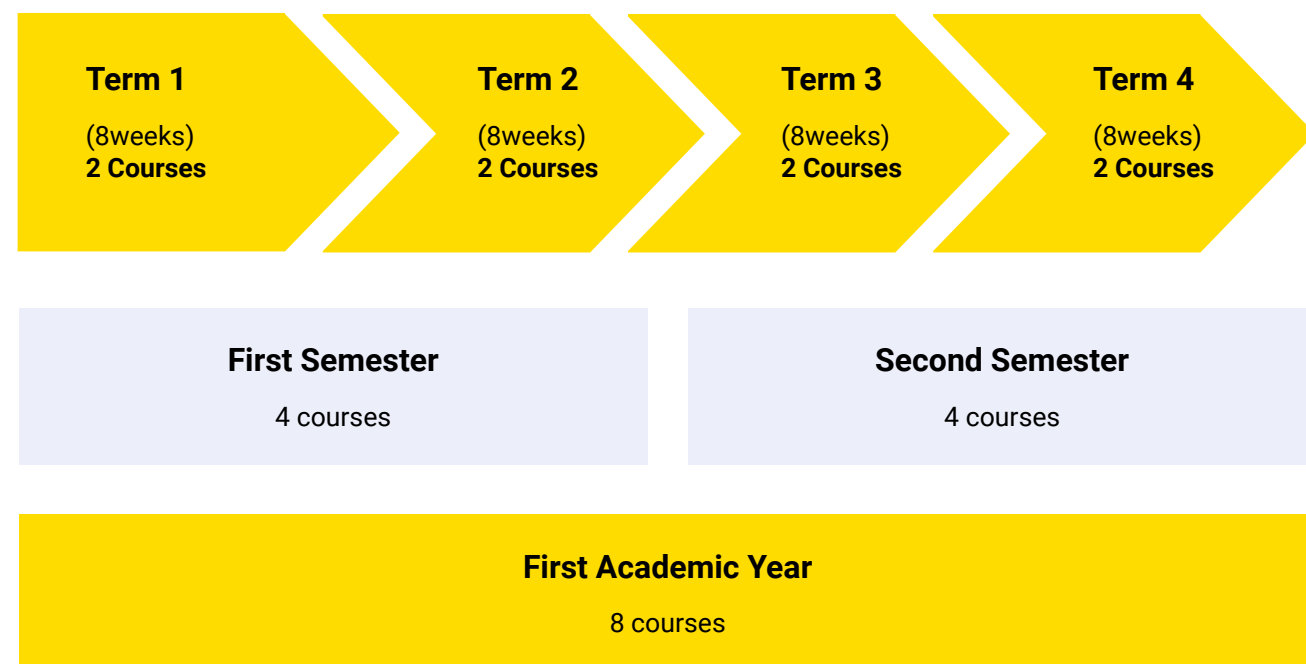
The Bachelor of Applied Business (Business Management) is built on a foundation of work-integrated learning, right from the beginning. This means you will practically apply your knowledge regularly to reinforce everything you are being taught. Every term, you'll complete industry-designed projects, working with actual project briefs and real data from existing companies.

Program Structure

All Bachelor of Applied Business (Business Management) students will undertake twenty (20) core courses including capstone project. Students need to select professional practice in either year 2 or year 3, with electives taken in the alternate year.

Program Duration

There are two intakes (starting times) for the Applied Degrees each year. The programs run for 36 months, 3 years, comprising 6 semesters (12 terms), with each term delivered over 8 weeks. Exact intakes dates are listed on the UNSW College website.



Program Learning Outcomes (PLOs)

At the end of the Bachelor of Applied Business (Business Management) students should be able to:

PLO	Theme	Detail
1	Leadership and management	Students will demonstrate advanced leadership and management skills to adapt to and influence outcomes in a range of complex business settings.
2	Problem-solving	Students will develop and implement strategic business plans using critical thinking, advanced analytical skills and innovative problem-solving techniques.
3	Decision-making	Students will apply ethical principles and governance frameworks into business practices, justifying decisions within a robust ethical framework
4	Business communication	Students will communicate complex ideas effectively to stakeholders in diverse business environments.
5	Data analysis and decision-making	Students will critically analyse and apply data analytics and digital tools to generate strategic business insights that guide decision-making in complex, dynamic environments.
6	Global and cultural competence	Students will adapt to global and domestic business trends and apply culturally responsive strategies in management practices.

Assessments and Workload

Studying for a Bachelor of Applied Business (Business Management) is a significant time commitment, requiring dedication, organisation and consistent effort. However, it is also an exciting opportunity to develop practical skills, explore leadership and innovation, and prepare for a rewarding career. Outside of your attendance at lectures, tutorials, consultations and labs, significant time should also be spent on study and preparing for assessments.

Full-time students will study two courses at a time and attend approximately eight timetabled hours each week - two 3-hour workshops and two 1-hour consultation sessions (one workshop and one consultation for each course).

Part-time students will study one course at a time and attend approximately four timetabled hours each week - one 3-hour workshop and one 1-hour consultation session (one workshop and one consultation for each course).

You should plan your week to include:

- **Timetabled classes:** Attend approximately four hours each week (three-hour workshops and one-hour consultation sessions) per course.
- **Independent study:** Allow around 14 hours per course each week for online activities, workshop preparation, assessment and project work, reading and revision.

Preparing before each workshop is important. Completing the online activities and preparation tasks will help you participate actively and get the most from your classes.

Planning your week in advance will help you manage your classes, study and assessment deadlines. If you are finding the workload difficult, seek help early. Speak with your teacher or contact Student Services so that support can be provided as soon as possible.

The Applied Degree model is built around active, applied workshops, so students are expected to prepare outside class each week rather than simply

turn up. Arriving at each workshop ready - having worked through the online asynchronous tasks and preparation activities - is what allows students to apply their learning during the session and gain the most benefit from it. Students should plan for around 14 hours of this independent study per course each week, covering workshop preparation, online tasks, assessment and project work, reading, and revision.

This independent learning is a core part of the Applied Degree experience and, together with the timetabled hours, represents a commitment of roughly 36 hours per week for full-time students.

No. Timetabled Hours Per Week	No. Personal Study Hours Per Week	Total Workload Hours Per Week
8 Hours	28 Hours	36 Hours

Students will undertake several different assessment types which may include:

- Industry Projects
- Case Studies
- Presentations
- Portfolios
- Team Projects
- Laboratory Practicals and Reports
- Simulations
- Reports
- Assignments

A full description of all assessment requirements, types and due dates is available in your Course Outline that can be found on your course Canvas sites.

Program Completion and Flexible Exit Pathways

The Bachelor of Applied Business (Business Management) offers flexible exit pathways, enabling students to exit with an award at the Diploma, Associate Degree or Bachelor level. This tiered structure allows students to enter the workforce earlier if desired, equipped with practical, job-ready skills. The Diploma prepares students for entry-level roles, while the Associate Degree adds strategic knowledge for mid-level positions. Completing the full Bachelor's Degree provides a comprehensive education for leadership roles. These pathways allow students to tailor their education to personal and career goals, with options for further study to enhance their career trajectory.

To exit the program with Diploma of Applied Business (Business Management) (120249K), students must successfully complete all eight core courses (48 UOC) in the first year of the program.

To exit the program with Associate Degree of Applied Business (Business Management) (120250F), students must successfully complete all eight core courses in Year 1 (48 UOC), six core courses in Year 2 (36 UOC) and Professional practice (12 UOC),

To receive Bachelor of Applied Business (Business Management) (120245C), students must successfully complete eight (8) core courses in Year 1 (48 units of credit) six (6) core courses in Year 2 (36 units of credit) and four core courses (24 units of credit) plus the Capstone Project (12 units of credit) in Year 3. You must also successfully complete either professional practice (12 UOC) or two electives (12 UOC combined) in the second year. Students who complete professional practice in Year 2 will complete two electives in Year 3 and vice versa.

Pre-requisite Courses

Some courses require you to successfully complete another course first. This is called a prerequisite.

For example, if Course B requires Course A as a prerequisite, you must pass Course A before enrolling in Course B.

If you fail a prerequisite course, you cannot enrol in the next course until you have passed it. If your result is pending (WJ or WD), you must wait until your result is released before enrolling in the next course. This may mean you cannot take the next course in the current term.

Bachelor of Applied Business (Business Management) Study Plan

Bachelor of Applied Business (Business Management) Study Plan											
Year 1 (Diploma Year, 48 UoC)											
	Academic Period	Term	Instructions	Course Name	Course Code	Units of Credit (UoC)	Core	Elective	Co-requisites (C)/Pre-requisites (P)	Notes	
Semester 1	AD_0426	Term 1	You must enrol in all core units in the first year of the program. You must complete all 48 UoC.	Reflective Leadership in Action	BMGT1504	6	✓				
				Accounting in Practice	ACNT1502	6	✓				
	AD_0127	Term 2		Professional Communication in Business	BMGT1503	6	✓				
				Applied Management Fundamentals	BMGT1501	6	✓				
Semester 2	AD_0227	Term 3		Creating Value through Marketing	SMKT1505	6	✓				
				Data Insights for Business Decision-Making	BMGT1506	6	✓				
	AD_0327	Term 4		Applied Business Law: Risk and Compliance	LEGL1507	6	✓				
				Economics for Business Decision Making	EECN1508	6	✓				
Year 2 (Associate Degree Year, 96 UoC)											
	Academic Period	Term	Instructions	Course Name	Course Code	Units of Credit (UoC)	Core	Elective	Co-requisites (C)/Pre-requisites (P)	Notes	
Semester 1	AD_0427	Term 1	"You must enrol in all core units in the first 3 terms of the second year. It is recommended you complete the Industry Placement in Year 2, however electives are available if you choose to complete the Industry Placement in Year 3. You must complete the Industry Placement in Year 2 if you want to exit with the Associate Degree of Applied Business (Business Management)"	Strategic Business Analysis	BMGT2501	6	✓				
				Maximising People Performance	BMGT2502	6	✓				
	AD_0128	Term 2		Digital Business Strategy in Complex Environments	BMGT2503	6	✓		Creating Value through Marketing (P)		
				Managing and Leading Across Cultures	BMGT2504	6	✓		Reflective Leadership in Action (P)		
Semester 2	AD_0228	Term 3		Corporate Financial Literacy	BFIN2505	6	✓		Accounting in Practice (P)		
				Business Analytics for Decision-Making	BMGT2506	6	✓		Data Insights for Business Decision-Making (P)		
	AD_0328	Term 4		Industry Placement (Applied Business)	BMGT2599	12	✓		You must successfully complete 80% of courses in your first two years of study (4 years for part time)	It is recommended you complete the Industry placement in Year 2. If you choose to take the Industry placement in year 3, you must complete Business Negotiation and Conflict Resolution (BMGT2507) AND Corporate Social Responsibility and Data-Driven Insights (BMGT2508) in year 2.	
				Business Negotiation and Conflict Resolution	BMGT2507	6		✓		Must be taken if Industry placement is taken in Year 3.	
			Corporate Social Responsibility and Data-Driven Insights	BMGT2508	6		✓		Must be taken if Industry placement is taken in Year 3.		
Year 3 (Bachelor Degree Year, 144 UoC)											
	Academic Period	Term	Instructions	Course Name	Course Code	Units of Credit (UoC)	Core	Elective	Co-requisites (C)/Pre-requisites (P)	Notes	
Semester 1	AD_0428	Term 1	"You must enrol in all core units in the first 2 terms of the third year. If you completed the Industry Placement in Year 2, you must also enrol in the elective courses in term 3. You must complete 132 UoC (that is all enrolled courses in all terms preceding the final term of year 3) successfully before commencing the Capstone Project."	Leading Change	BMGT3501	6	✓				
				Enterprise Risk, Governance and Ethics	BMGT3502	6	✓				
	AD_0129	Term 2		Strategic Human Resource Management	BMGT3503	6	✓				
				Project Management	BMGT3504	6	✓				
Semester 2	AD_0229	Term 3		Digital Transformation and Innovation in Business	BMGT3505	6		✓		Must be taken if Industry placement is taken in Year 2.	
				Performance Improvements in Global Environments	BMGT3506	6		✓		Must be taken if Industry placement is taken in Year 2.	
				Industry Placement (Applied Business)	BMGT2599	12	✓		You must successfully complete 80% of courses in your first two years of study (4 years for part time) before commencing the industry placement.	If you complete the Industry placement in Year 3, you cannot complete Digital Transformation and Innovation in Business (BMGT3505) OR Performance Improvements in Global Environments (BMGT3506)	
				Capstone Project in Business	BMGT3599	12	✓		Completion of all core units prior to commencing BMGT3599. e.g Completion of 132 UoC	You must complete all courses preceding the Capstone before you can commence the Capstone.	

Bachelor of Information Technology (Cyber Defence and Networking)

The Bachelor of Information Technology (Cyber Defence and Networking) is ideal for those wanting to make an impact by protecting organisations from real cyber threats.

Whether you're beginning your IT journey, switching careers, or upskilling to stay ahead of industry change, this program offers structured support and hands-on learning to secure skills and high demand cyber and networking roles.

Gain the skills that matter in today's workplaces:

- **Secure and resilient systems**
Design, configure and defend networks and systems across on-premises, cloud and hybrid environments, using frameworks and practices trusted by security teams worldwide.
- **Threat detection and response**
Build skills in analysing alerts, investigating incidents, identifying vulnerabilities and responding to evolving cyber threats in modern IT environments.
- **Industry-aligned certifications**
Course content is aligned to industry-recognised certifications including CompTIA, ISC2, AWS and Microsoft, giving you practical, job-relevant skills and preparation to pursue external certifications if you choose.
- **Industry-standard tools**
Gain hands-on experience with industry-standard cyber security, networking, and cloud technologies used across enterprise and government environments. This includes technologies for network design and administration, cyber defence and incident response, cloud and virtualised infrastructure, and security monitoring and governance.

Practical learning from your first term .

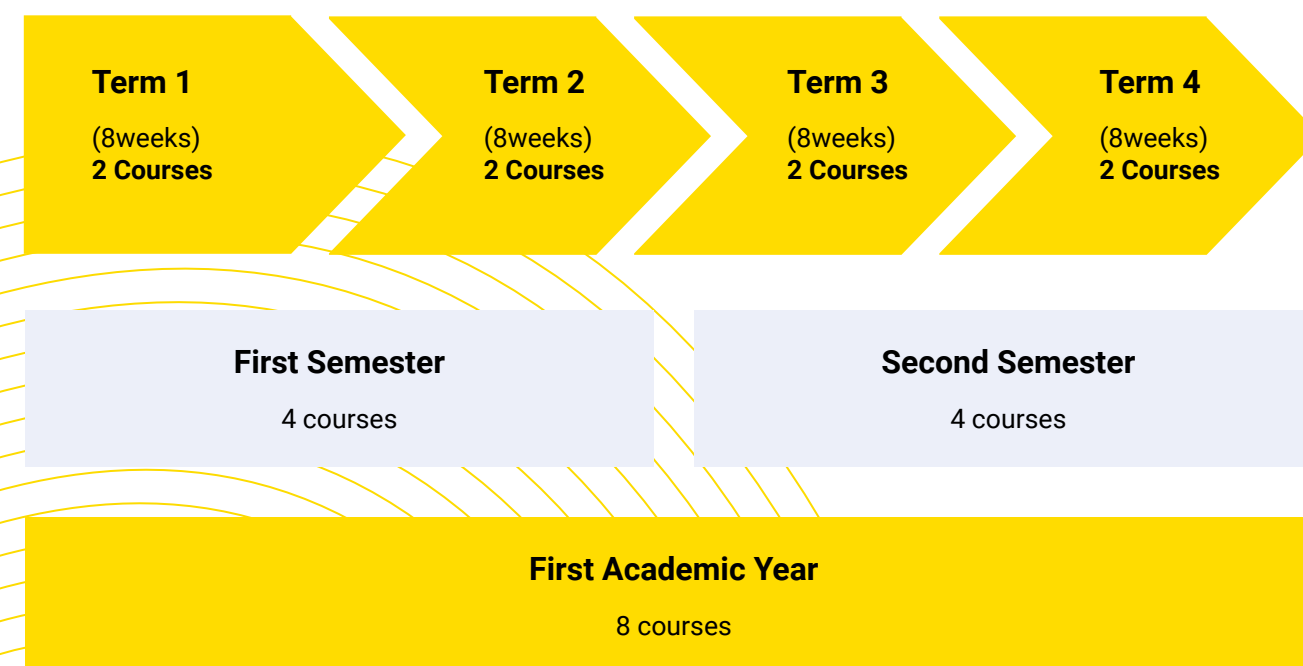
This degree is grounded in work-integrated learning. Each term includes applied projects using real data, tools and development challenges, helping you build confidence and technical fluency as you progress.

Program Structure

All Bachelor of Applied Business (Business Management) students will undertake twenty (20) core courses including capstone project. Students need to select professional practice in either year 2 or year 3, with electives taken in the alternate year.

Program Duration

There are two intakes (starting times) for the Applied Degrees each year. The programs run for 36 months, 3 years, comprising 6 semesters (12 terms), with each term delivered over 8 weeks. Exact intakes dates are listed on the UNSW College website.



Program Learning Outcomes (PLOs)

At the end of the Bachelor of Information Technology (Cyber Defence and Networking) students should be able to:

PLO	Theme	Detail
1	Problem-solving	Students will demonstrate advanced leadership and management skills to adapt to and influence outcomes in a range of complex business settings.
2	Cyber security	Implement, manage and evaluate secure IT environments that protect organisation assets by applying security best practices and frameworks.
3	Software development	Develop and maintain software applications using industry-standard methodologies to meet user needs and organisational requirements.
4	Decision-making	Utilise critical thinking and strategic problem-solving skills to analyse, evaluate and devise robust and effective solutions for complex IT challenges.
5	Continuous learning	Continuously develop technical and professional skills through self directed learning and practical experience in professional practice , adapting to emerging technologies.
6	Leadership	Lead and collaborate within business and IT teams, demonstrating professionalism, ethical responsibility and a commitment to continuous learning.

Assessments and Workload

Studying for a Bachelor of Applied Business (Business Management) is a significant time commitment, requiring dedication, organisation and consistent effort. However, it is also an exciting opportunity to develop practical skills, explore leadership and innovation, and prepare for a rewarding career. Outside of your attendance at lectures, tutorials, consultations and labs, significant time should also be spent es-study and preparing for assessments.

Full-time students will study two courses at a time and attend approximately eight timetabled hours each week - two 3-hour workshops and two 1-hour consultation sessions (one workshop and one consultation for each course).

Part-time students will study one courses at a time and attend approximately four timetabled hours each week - one 3-hour workshops and one 1-hour consultation sessions (one workshop and one consultation for each course).

You should plan your week to include:

- **Timetabled classes:** Attend approximately four hours each week (three-hour workshops and one-hour consultation sessions) per course.
- **Independent study:** Allow around 14 hours per course each week for online activities, workshop preparation, assessment and project work, reading and revision.

Preparing before each workshop is important. Completing the online activities and preparation tasks will help you participate actively and get the most from your classes.

Planning your week in advance will help you manage your classes, study and assessment deadlines. If you are finding the workload difficult, seek help early. Speak with your teacher or contact Student Services so that support can be provided as soon as possible.

The Applied Degree model is built around active, applied workshops, so students are expected to prepare outside class each week rather than simply turn up. Arriving at each workshop ready - having worked through the online asynchronous tasks and preparation activities - is what allows students to apply their learning during the session and gain the most benefit from it. Students should plan for around 14 hours of this independent study per course each week, covering workshop preparation, online tasks, assessment and project work, reading, and revision.

This independent learning is a core part of the Applied Degree experience and, together with the timetabled hours, represents a commitment of roughly 36 hours per week for full-time students.

No. Timetabled Hours Per Week	No. Personal Study Hours Per Week	Total Workload Hours Per Week
8 Hours	28 Hours	36 Hours

Students will undertake several different assessment types which may include:

- Industry Projects
- Case Studies
- Presentations
- Portfolios
- Team Projects
- Laboratory Practicals and Reports
- Simulations
- Reports
- Assignments

A full description of all assessment requirements, types and due dates is available in your Course Outline that can be found on your course Canvas sites.

Program Completion and Flexible Exit Pathways

The Bachelor of Information Technology (Cyber Defence and Networking) offers flexible exit pathways, enabling students to exit the program at the Diploma, Associate Degree or Bachelor level. This tiered structure allows students to enter the workforce earlier if desired, equipped with practical, job-ready skills. The Diploma prepares students for entry-level roles, while the Associate Degree adds strategic knowledge for mid-level positions. Completing the full Bachelor's Degree provides a comprehensive education for leadership roles. These pathways allow students to tailor their education to personal and career goals, with options for further study to enhance their career trajectory.

To exit the program with a Diploma of Information Technology (120251E), students must successfully complete all eight core courses (48 UOC) in the first year of the program.

To exit the program with an Associate Degree of Information Technology (Cyber Defence and Networking) (120252D), students must successfully complete all eight core courses in Year 1 (48 UOC), six core courses in Year 2 (36 UOC) and professional practice (12 UOC). Students continuing on to the Bachelor's Degree have the option to take professional practice OR two electives in Year 2, with the alternate option taken in Year 3.

To receive a Bachelor's Degree of Information Technology (Cyber Defence and Networking) (120253C), students must successfully complete all eight core courses in Year 1 (48 UOC), six core courses in Year 2 (36 UOC) and four core courses (24 UOC) plus the Capstone Project (12 UOC) in Year 3. They must also successfully complete either professional practice (12 UOC) or two electives (12 UOC combined) in the second year. Students who complete an professional practice in Year 2 will complete two electives in Year 3 and vice versa.

Pre-requisite Courses

Some courses require you to successfully complete another course first. This is called a prerequisite.

For example, if Course B requires Course A as a prerequisite, you must pass Course A before enrolling in Course B.

If you fail a prerequisite course, you cannot enrol in the next course until you have passed it. If your result is pending (WJ or WD), you must wait until your result is released before enrolling in the next course. This may mean you cannot take the next course in the current term.

Bachelor of Information Technology (Cyber Defence and Networking) Study Plan

Bachelor of Information Technology (Cyber Defence and Networking)											
Year 1 (Diploma Year, 48 UoC)											
	Academic Period	Term	Instructions	Course Name	Course Code	Units of Credit (UoC)	Core	Elective	Co-requisites (C)/Pre-requisites (P)	Notes	
Semester 1	AD_0426	Term 1	You must enrol in all core units in the first year of the program. You must complete all 48 UoC.	Database Management	INSY1503	6	✓				
				Reflective Leadership in Action	BMGT1504	6	✓				
	AD_0127	Term 2		Programming Fundamentals	CMPS1501	6	✓				
				Digital Communication	INSY1502	6	✓				
Semester 2	AD_0227	Term 3		Applied Programming	CMPS1505	6	✓				
				Foundations of Cyber Security	INFO1506	6	✓				
	AD_0327	Term 4		Practical Data Science Tools	MATS1507	6	✓		Programming Fundamentals (P)		
				Networking Fundamentals	CMPS1508	6	✓				
Year 2 (Associate Degree Year, 96 UoC)											
	Academic Period	Term	Instructions	Course Name	Course Code	Units of Credit (UoC)	Core	Elective	Co-requisites (C)/Pre-requisites (P)	Notes	
Semester 1	AD_0427	Term 1	You must enrol in all core units in the first 3 terms of the second year. It is recommended you complete the Industry Placement in Year 2, however electives are available if you choose to complete the Industry Placement in Year 3.	Systems Security	INFO2511	6	✓		Networking Fundamentals (P)		
				Cloud Computing	CMPS2502	6	✓		Networking Fundamentals (P)		
	AD_0128	Term 2		Cyber Security Operations	INFO2513	6	✓		Foundations of Cybersecurity (P)		
				Governance, Risk and Compliance	BMGT2514	6	✓				
Semester 2	AD_0228	Term 3		Assurance and Vulnerability Management	INFO2515	6	✓				
				Secure Cloud Network Architecture	CMPS2506	6	✓		Cloud Computing (P)		
	AD_0328	Term 4		Industry Placement (IT)	INFO2599	12	✓		You must successfully complete 80% of courses in your first two years of study (4 years for part time) before commencing the industry placement.	It is recommended you complete the Industry placement in Year 2. If you choose to take the Industry placement in year 3, you must complete Internet of Things (INFO2507) and User Experience and Human-Computer Interatcion (INFO2508) in year 2.	
				Internet of Things	INFO2507	6		✓	Networking Fundamentals (P)	Must be taken if Industry placement is taken in Year 3.	
			User Experience and Human-Computer Interaction	INFO2508	6		✓		Must be taken if Industry placement is taken in Year 3.		
Year 3 (Bachelor Degree Year, 144 UoC)											
	Academic Period	Term	Instructions	Course Name	Course Code	Units of Credit (UoC)	Core	Elective	Co-requisites (C)/Pre-requisites (P)	Notes	
Semester 1	AD_0428	Term 1	You must enrol in all core units in the first 2 terms of the third year. If you completed the Industry Placement in Year 2, you must also enrol in the elective courses in term 3.	Enterprise Security	INFO3511	6	✓		Systems Security (P)		
				Incident Response and Crisis Management	INFO3512	6	✓				
	AD_0129	Term 2		Cyber Security Policies and Procedures	INFO3513	6	✓				
				Project Management	BMGT3504	6	✓				
Semester 2	AD_0229	Term 3		Data-Driven Decision Making	INFO3505	6		✓	Practical Data Science Tools (P)	Must be taken if Industry placement is taken in Year 2.	
				Digital Forensics	INFO3516	6		✓		Must be taken if Industry placement is taken in Year 2.	
				Industry Placement (IT)	INFO2599	12	✓		You must successfully complete 80% of courses in your first two years of study (4 years for part time) before commencing the industry placement.	If you complete the Industry placement in Year 3, you cannot complete Data-Driven Decision Making (INFO3505) OR Digital Forensics (INFO3516)	
				Capstone Project in IT	INFO3599	12	✓		Completion of all core units prior to commencing INFO3599. e.g Completion of 132 UoC	You must complete all courses preceding the Capstone before you can commence the Capstone.	
	AD_0329	Term 4									

1c

Bachelor of Information Technology (Software Development)

The Bachelor of Information Technology (Software Development) is for those who want to become proficient, adaptable software developers with skills that translate directly into the workplace.

If you're curious, creative, enjoy problem solving and want a career with long-term growth, this program offers a supportive structure, whether you're beginning your professional journey, switching careers, or upskilling to stay ahead of industry change.

Skills for real-world software roles:

- Modern programming mastery**
Develop the core programming skills required to design and build modern software systems. Students learn how to analyse complex problems, design algorithms, and implement robust, maintainable code that forms the foundation of real-world applications.
- Cloud and scalable architecture**
Gain experience in designing cloud-hosted applications, working with AWS and Microsoft-aligned tools, and building systems that scale securely and efficiently.

- AI and intelligent systems**
Learn how intelligent systems are built and integrated into modern applications by working with machine learning models, natural language processing tools and practical AI development techniques.
- Software engineering for real-world systems**
Plan, design and deliver robust software systems using modern engineering practices, including testing, debugging, version control, system architecture and agile development workflows.

Hands-on learning from your first term.

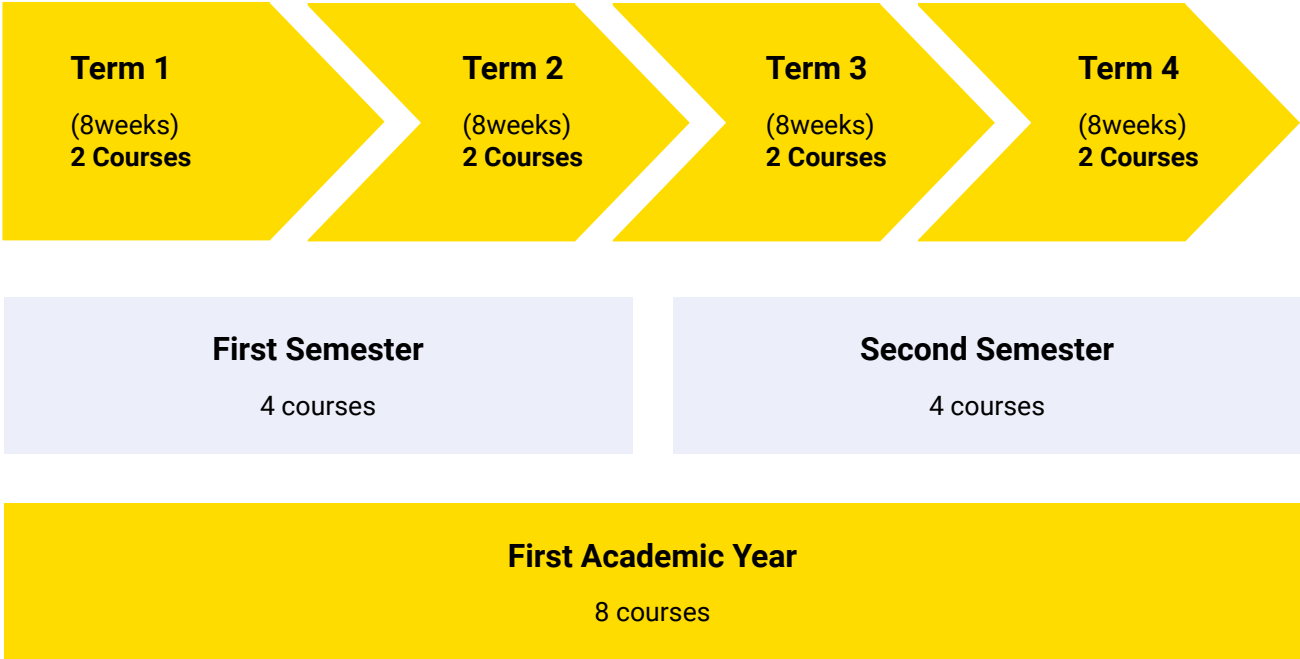
This degree is grounded in work-integrated learning. each term includes applied projects using real data, tools and development challenges, helping you build confidence and technical fluency as you progress.

Program Structure

All Bachelor of Applied Business (Business Management) students will undertake twenty (20) core courses including capstone project. Students need to select professional practice in either year 2 or year 3, with electives taken in the alternate year.

Program Duration

There are two intakes (starting times) for the Applied Degrees each year. The programs run for 36 months, 3 years, comprising 6 semesters (12 terms), with each term delivered over 8 weeks. Exact intakes dates are listed on the UNSW College website.



Program Learning Outcomes (PLOs)

At the end of the Bachelor of Information Technology (Cyber Defence and Networking) students should be able to:

PLO	Theme	Detail
1	Problem-solving	Students will demonstrate advanced leadership and management skills to adapt to and influence outcomes in a range of complex business settings.
2	Cyber security	Implement, manage and evaluate secure IT environments that protect organisation assets by applying security best practices and frameworks.
3	Software development	Develop and maintain software applications using industry-standard methodologies to meet user needs and organisational requirements.
4	Decision-making	Utilise critical thinking and strategic problem-solving skills to analyse, evaluate and devise robust and effective solutions for complex IT challenges.
5	Continuous learning	Continuously develop technical and professional skills through self directed learning and practical experience in professional practice , adapting to emerging technologies.
6	Leadership	Lead and collaborate within business and IT teams, demonstrating professionalism, ethical responsibility and a commitment to continuous learning.

Assessments and Workload

Studying for a Bachelor of Applied Business (Business Management) is a significant time commitment, requiring dedication, organisation and consistent effort. However, it is also an exciting opportunity to develop practical skills, explore leadership and innovation, and prepare for a rewarding career. Outside of your attendance at lectures, tutorials, consultations and labs, significant time should also be spent es-study and preparing for assessments.

Full-time students will study two courses at a time

and attend approximately eight timetabled hours each week - two 3-hour workshops and two 1-hour consultation sessions (one workshop and one consultation for each course).

Part-time students will study one courses at a time and attend approximately four timetabled hours each week - one 3-hour workshops and one 1-hour consultation sessions (one workshop and one consultation for each course)

You should plan your week to include:

- **Timetabled classes:** Attend approximately four hours each week (three-hour workshops and one-hour consultation sessions) per course.
- **Independent study:** Allow around 14 hours per course each week for online activities, workshop preparation, assessment and project work, reading and revision.

Preparing before each workshop is important. Completing the online activities and preparation tasks will help you participate actively and get the most from your classes.

Planning your week in advance will help you manage your classes, study and assessment deadlines. If you are finding the workload difficult, seek help early. Speak with your teacher or contact Student Services so that support can be provided as soon as possible.

The Applied Degree model is built around active, applied workshops, so students are expected to prepare outside class each week rather than simply turn up. Arriving at each workshop ready - having worked through the online asynchronous tasks and preparation activities - is what allows students to apply their learning during the session and gain the most benefit from it. Students should plan for around 14 hours of this independent study per course each week, covering workshop preparation, online tasks, assessment and project work, reading, and revision.

This independent learning is a core part of the Applied Degree experience and, together with the timetabled hours, represents a commitment of roughly 36 hours per week for full-time students.

No. Timetabled Hours Per Week	No. Personal Study Hours Per Week	Total Workload Hours Per Week
8 Hours	28 Hours	36 Hours

Students will undertake several different assessment types which may include:

- Industry Projects
- Case Studies
- Presentations
- Portfolios
- Team Projects
- Laboratory Practicals and Reports
- Simulations
- Reports
- Assignments

A full description of all assessment requirements, types and due dates is available in your Course Outline that can be found on your course Canvas sites.



Program Completion and Flexible Exit Pathways

The Bachelor of Information Technology (Cyber Defence and Networking) offers flexible exit pathways, enabling students to exit the program at the Diploma, Associate Degree or Bachelor level. This tiered structure allows students to enter the workforce earlier if desired, equipped with practical, job-ready skills. The Diploma prepares students for entry-level roles, while the Associate Degree adds strategic knowledge for mid-level positions. Completing the full Bachelor's Degree provides a comprehensive education for leadership roles. These pathways allow students to tailor their education to personal and career goals, with options for further study to enhance their career trajectory.

To exit the program with a Diploma of Information Technology (120251E), students must successfully complete all eight core courses (48 UOC) in the first year of the program.

To exit the program with an Associate Degree of Information Technology (Cyber Defence and Networking) (120252D), students must successfully complete all eight core courses in Year 1 (48 UOC), six core courses in Year 2 (36 UOC) and professional practice (12 UOC). Students continuing on to the Bachelor's Degree have the option to take professional practice OR two electives in Year 2, with the alternate option taken in Year 3.

To receive a Bachelor's Degree of Information Technology (Cyber Defence and Networking) (120253C), students must successfully complete all eight core courses in Year 1 (48 UOC), six core courses in Year 2 (36 UOC) and four core courses (24 UOC) plus the Capstone Project (12 UOC) in Year 3. They must also successfully complete either professional practice (12 UOC) or two electives (12 UOC combined) in the second year. Students who complete an professional practice in Year 2 will complete two electives in Year 3 and vice versa.

Pre-requisite Courses

Some courses require you to successfully complete another course first. This is called a prerequisite.

For example, if Course B requires Course A as a prerequisite, you must pass Course A before enrolling in Course B.

If you fail a prerequisite course, you cannot enrol in the next course until you have passed it. If your result is pending (WJ or WD), you must wait until your result is released before enrolling in the next course. This may mean you cannot take the next course in the current term.



Bachelor of Information Technology (Software Development) Study Plan

Bachelor of Information Technology (Software Development)											
Year 1 (Diploma Year, 48 UoC)											
	Academic Period	Term	Instructions	Course Name	Course Code	Units of Credit (UoC)	Core	Elective	Co-requisites (C)/Pre-requisites (P)	Notes	
Semester 1	AD_0426	Term 1	You must enrol in all core units in the first year of the program. You must complete all 48 UoC.	Visualisation technologies	INSY1503	6	✓				
				Reflective Leadership in Action	BMGT1504	6	✓				
	AD_0127	Term 2		Programming Fundamentals	CMPS1501	6	✓				
				Digital Communication	INSY1502	6	✓				
Semester 2	AD_0227	Term 3		Applied Programming	CMPS1505	6	✓				
				Foundations of Cyber Security	INFO1506	6	✓				
	AD_0327	Term 4		Practical Data Science Tools	MATS1507	6	✓		Programming Fundamentals (P)		
				Networking Fundamentals	CMPS1508	6	✓				
Year 2 (Associate Degree Year, 96 UoC)											
	Academic Period	Term	Instructions	Course Name	Course Code	Units of Credit (UoC)	Core	Elective	Co-requisites (C)/Pre-requisites (P)	Notes	
Semester 1	AD_0427	Term 1	You must enrol in all core units in the first 3 terms of the second year. It is recommended you complete the Industry Placement in Year 2, however electives are available if you choose to complete the Industry Placement in Year 3.	Object-Oriented Programming	CMPS2521	6	✓		Programming Fundamentals (P)		
				Cloud Computing	CMPS2502	6	✓		Networking Fundamentals (P)		
	AD_0128	Term 2		Artificial Intelligence and Machine Learning	CMPS2523	6	✓		Practical Data Science Tools (P)		
				Visualisation technologies	CMPS2524	6	✓				
Semester 2	AD_0228	Term 3		Software Engineering	CMPS2525	6	✓		Object-Oriented Programming (P)		
				Secure Cloud Network Architecture	CMPS2506	6	✓		Cloud Computing (P)		
	AD_0328	Term 4		Industry Placement (IT)	INFO2599	12	✓		You must successfully complete 80% of courses in your first two years of study (4 years for part time) before commencing the industry placement.	It is recommended you complete the Industry placement in Year 2. If you choose to take the Industry placement in year 3, you must complete Internet of Things (INFO2507) and User Experience and Human-Computer Interaction (INFO2508) in year 2.	
				Internet of Things	INFO2507	6		✓	Networking Fundamentals (P)	Must be taken if Industry placement is taken in Year 3.	
				User Experience and Human-Computer Interaction	INFO2508	6		✓		Must be taken if Industry placement is taken in Year 3.	
Year 3 (Bachelor Degree Year, 144 UoC)											
	Academic Period	Term	Instructions	Course Name	Course Code	Units of Credit (UoC)	Core	Elective	Co-requisites (C)/Pre-requisites (P)	Notes	
Semester 1	AD_0428	Term 1	You must enrol in all core units in the first 2 terms of the third year. If you completed the Industry Placement in Year 2, you must also enrol in the elective courses in term 3.	Artificial Intelligence Development	CMPS3521	6	✓		Artificial Intelligence and Machine Learning (P)		
				Natural language processing	CMPS3522	6	✓		Artificial Intelligence and Machine Learning (P)		
	AD_0129	Term 2		Mobile Applications Development	CMPS3523	6	✓		Object-Oriented Programming (P)		
				Project Management	BMGT3504	6	✓				
Semester 2	AD_0229	Term 3		Data-Driven Decision Making	INFO3505	6		✓	Practical Data Science Tools (P)	Must be taken if Industry placement is taken in Year 2.	
				Operating Systems Programming	CMPS3526	6		✓	Object-Oriented Programming (P)	Must be taken if Industry placement is taken in Year 2.	
				Industry Placement (IT)	INFO2599	12	✓		You must successfully complete 80% of courses in your first two years of study (4 years for part time) before commencing the industry placement.	If you complete the Industry placement in Year 3, you cannot complete Data-Driven Decision Making (INFO3505) OR Operating Systems Programming (CMPS3526)	
				AD_0329	Term 4	Capstone Project in IT	INFO3599	12	✓		Completion of all core units prior to commencing INFO3599. e.g Completion of 132 UoC

UNSW College utilises a grading system where students are allocated marks out of 100 for each course for each assessment/project. Marks are representative of letter grades according to the grading scheme outlined in the table below.

Performance is averaged based on all units attempted and is expressed as a Weighted Average Mark (WAM) out of 100. A student's WAM is cumulative i.e. every term, the new course marks get added to the WAM calculation.

Mark	Grade	Grade Description
85-100	High Distinction (HD)	An outstanding performance
75-84	Distinction (DN)	A superior performance
65-74	Credit (CR)	A good performance
50-64	Pass (PS)	An acceptable level of performance
<50	Fail (FL)	Unsatisfactory Performance
Marks from ~40% to above 50%	Unsatisfactory Fail (UF)	Some courses have a hurdle requirement (e.g. a minimum mark in the Final Exam) and a UF grade can be awarded if a student has achieved 50% or more (which is normally a Pass for discipline courses) but has not met the hurdle. Details will be in your Course Outlines.

Note: see <https://student.unsw.edu.au/grade> for all UNSW grade descriptions

A student with a course mark of less than 50% has failed the course and must repeat the course (subject) in a later term. Failing a course will alter your study path because some courses have pre-requisites and/or co-requisites.

Academic Program Progression Rules

As a student, it is your responsibility to attend classes and achieve satisfactory academic progress.

Study support is readily available through weekly timetabled teacher-led consultations, tutorials and workshops to ensure students can access extra academic support. We encourage all students to further participate in the Study Club which provides free study support and covers most subjects.

It is important that you understand how you are performing so there are no "surprises" at the end of your program. It is the College's responsibility to track your progress and provide you with academic resources and support, in the event that you are not progressing at a satisfactory rate.

Measuring Your Academic Progress throughout Your Studies

The College measures students' academic progress through 3 academic risk levels.

Risk levels will be assigned to students following results releases each term.

Students will be required to meet with a Student Progress Adviser if they receive a Risk Level 2. Students will be required to submit an appeal if Risk Level 3 is applied.

To assist you with your academic progress, the College has an Academic Progression and Exclusion Policy. Read it here:

Policy: www.unswcollege.edu.au/content/dam/pdfs/unsw-college/hep-academic-progression-andexclusion-policy.pdf

Procedure: www.unswcollege.edu.au/content/dam/pdfs/unsw-college/hep-academic-progression-andexclusion-procedure.pdf

What Happens if You Fail a Course?

- To progress in your program you will be required to repeat the courses that you fail and also meet the prerequisite requirements for your future courses.
- You must repeat the course you have failed in a subsequent term and pay for the extra course. Tuition fee information can be found in your Student Portal.
- Repeated fails may result in Risk level 3 notice. Please refer to the Academic Progression and Exclusion Policy and Procedure for further information.
- The time it will take to finish your Program may be extended (for example if you need to study for an extra term) and this may require adjustment to your Confirmation of Enrolment dates and visa length
- Your Confirmation of Enrolment (International Students only) might be cancelled if you fail to enrol in the current term, and no approved program leave is received. If you have enquired about your Confirmation of Enrolment, please contact UNSW College Enrolment Team: enrolments@unswcollege.edu.au
- It is your responsibility to know which courses you are enrolled in and to go to the correct classes.



RISK LEVEL 1	RISK LEVEL 2	RISK LEVEL 3
Initial signs of a student being at-risk.	Ongoing concerns of a student being at-risk.	Student is at significant risk of not successfully completing their program.
WHAT DOES THIS LOOK LIKE?		
- Failure of up to 50% of courses studied in a term - Student will receive a risk level 1 warning letter with information on accessing improvement resources	- Failure of more than 50% of courses studied in a term - Student will receive a risk level 2 warning with a request to book with a student progress adviser. At the booking, the student and the adviser will develop a performance improvement plan	- Failing a course for a second time or, - Failing more than 50% of courses in consecutive terms or, - Failing more than 50% of all courses required for program - Student will receive a risk level 3 warning letter with a request to show cause. If the student does not show cause by the deadline provided, or if the show-cause application is unsuccessful, the student's enrolment will be cancelled.
COLLEGE SUPPORT OFFERED:		
Study Club UNSW Study Skills workshops Weekly Teacher Consultations Wellbeing Support Student Progress Adviser Meetings		

UNSW College Student Progress Team, together with teachers, monitor student academic progress using a range of formal and informal measures.

These measures of student academic performance guide decisions on whether and when academic

intervention is necessary. Students are encouraged to seek advice as early as possible and actively participate in interventions to maximise their opportunity to achieve satisfactory course progress.

3 Work Integrated Learning (WIL)

What is Work Integrated Learning?

Work Integrated Learning (WIL) is a key part of the Applied Degree experience at UNSW College. WIL connects academic learning with industry and authentic workplace contexts, providing opportunities to apply your knowledge, develop professional capabilities and build skills valued by employers.

Developing your employability skills

Throughout your degree, you will have opportunities to identify, develop and demonstrate the professional and employability skills valued by industry. WIL activities will support you to reflect on your development, recognise your strengths and build evidence of the capabilities you can communicate to future employers.

What will WIL look like during my degree?

WIL is more than just a workplace professional practice. Throughout

Your Applied Degree, WIL may take different forms depending on your program, stage of study and learning activities, including:

- Industry-informed case studies and authentic workplace scenarios
- Simulations and practical activities
- Industry projects and challenges
- Guest speakers, workshops and networking opportunities
- Mentoring and feedback from industry
- Career and employability development activities
- Approved industry experiences where applicable

Your WIL Journey

Year 1 – Explore & Prepare

Build career awareness, understand industry expectations and begin developing your employability skills through applied learning, industry engagement and practical activities.

Year 2- Apply & Develop

Apply your skills through increasingly authentic industry projects, simulations and industry engagement while continuing to build and evidence your professional capabilities.

Year 3 – Demonstrate & Transition

Engage in advanced WIL activities, apply your capabilities to complex and authentic industry challenges, and prepare for the transition to graduate employment.

Your responsibilities when participating in WIL

When participating in WIL activities, students are expected to demonstrate professionalism, meet relevant attendance requirements, communicate appropriately with UNSW College and industry advisors, complete required preparation or onboarding activities, and comply with relevant workplace, safety, confidentiality and conduct requirements.

WIL Support

UNSW College will provide information and support to help you prepare for and participate in WIL activities throughout your degree. Further information about WIL opportunities, preparation, requirements and available support will be communicated during your studies and made available through Canvas.

Getting Started at the UNSW Library

As a UNSW College student, you will be issued with a UNSW student ID card which gives you access to a range of facilities on campus.

Note:

- You can use your student ID card, to
- borrow books, and
- print or copy in the Library

You can use your UNSW ID (called 'zID') and Password (called 'zPass'), to:

- access online resources
- make room bookings
- use Library computers
- log in to My Library to check loans and due dates, renew loans, track your reservations, manage your room bookings, and gain full access to the Library's online resources.

You will need to check your student email regularly for messages from the Library and return borrowed items by the due date to avoid fines. Always return loans before travelling away from Sydney.

Library Space and Facilities

UNSW Library provides flexible study spaces for students. Facilities include:

- quiet and group study spaces
- physical collections including books and journals
- computers, wireless access and power points
- printing and copying facilities
- Check the Library website <https://www.library.unsw.edu.au/> for details of opening hours.

Online Resources

In order for students to get the most out of their studies, the UNSW Library provides 24/7 access to online resources including databases, e-journals, e-books and streaming audio & video, which can be used anywhere in the world. Log in to My Library with your zID and zPass for full access.

[UNSW Library Subject Guides](#) are a good starting point for accessing key resources in your area of study.

ELISE | Informing Your Studies

ELISE is an online tutorial designed to introduce new students to studying at UNSW. <http://subjectguides.library.unsw.edu.au/elise>

Working through the ELISE tutorial is optional but you are encouraged to do so, as there is a lot you will learn from the tutorial. For example, you will learn about:

- library services
- finding and evaluating information
- reading effectively
- the academic writing process and plagiarism and how to avoid it
- note-taking
- time-management
- the UNSW Student Code and your responsibilities as a student (<https://student.unsw.edu.au/conduct>)
- Respect@UNSW

Getting Help

Ask a question or visit us at the Help Zone in the:

- Main Library (Kensington campus)
- Law Library (Kensington campus)
- Paddington Library (Paddington Campus)
- UNSW Video Library on YouTube.

Section Two

Rules, Regulations & Policies



5

Student Responsibilities

Follow the UNSW College Student Code of Conduct

The UNSW College Student Code of Conduct serves as a guide to help all students understand the expectations for their behaviour whilst enrolled at the College.

It outlines the standards for academic integrity, respect for others, and the consequences for actions that go against these principles.

Here are the key purposes:

Promote a positive learning environment

The code ensures that everyone in the school community can learn and work in a safe, respectful, and supportive atmosphere.

Define Acceptable Behaviour

It clearly states what is considered appropriate and inappropriate behavior, helping students know how to act responsibly and respectfully towards others.

Protect the Rights of All Students

By setting out rules, the code helps protect students from discrimination, harassment, bullying, and other forms of misconduct.

Encourage Responsibility and Accountability

It teaches students to take responsibility for their actions and understand the consequences of breaking the rules.

Support Academic Integrity

The code includes guidelines on academic honesty, such as prohibiting cheating or plagiarism, to ensure fairness and integrity in academic work.

By understanding and following the Student Code of Conduct, students can contribute to a positive and productive College experience.

[Read the UNSW College Student Code of Conduct here.](#)

Check Your Student Email Account Regularly

It is your responsibility to regularly check your official email account for important information. Email is the main way the UNSW and UNSW College communicates with students.

Notification of Changes or Correction to Personal Details

You are required to keep your contact details updated in your Student Portal. Make sure you update your record within 7 days of your arrival in Australia with your:

- Photo ID
- Emergency contact information
- Local contact information

You must do this online at your [Student Portal](#) under the heading Profile.

Important information may be sent by mail to your official address and we will assume that you have received this information.

Class Attendance and Absence

You should carefully read your course outlines before courses commence to ensure that you are familiar with any specific attendance requirements. If you are unable to attend required sessions, you need to inform your relevant Course Convenor and if the

absence is for medical reasons you will be required to present a medical certificate. If assessment have been missed, then you should apply for Special Consideration using the Special Consideration Form for Illness and Misadventure on this page: <https://my.unswcollege.edu.au/forms/>

Special Consideration application should be made three days before the assessment and no later than three working days after the date of the assessment and/or examination.

Students should include all official documentation recognised as Compassionate or Compelling evidence to support your request, e.g., medical certificates from a health service provider from AHPRA registered practitioners, and screenshots or photos of any technical issues including date stamps. All supporting documentation must be in English or translated into English by a certified translator. A copy of the policy can be found on UNSW College's website under 'Policies': <https://www.unswcollege.edu.au/about/policies>

Maintain Satisfactory Academic Progress

Academic progression is the progress you make towards completion of your program.

Progression requirements apply to all UNSW College programs. They define minimum and maximum study loads, program leave etc. and are used to alert to any issues that may negatively impact your progress or prevent you from completing your program within the maximum time frame allowed.

Monitoring your academic progression also provides you with an opportunity to receive the support you need.

You can view the Academic Progression and Exclusion Procedure.

Important things to note:

Academic progression is assessed at a program level i.e. the program in which you are currently enrolled.

You must also meet any program specific progression requirements as specified in the rules of your program.

Academic Guidance and Early Interventions

A student who is at risk of not meeting the academic expectations of their program and/or has poor attendance, will be required to attend compulsory Consultations in relevant courses. In addition to compulsory Consultations, a student may also receive a written warning regarding their poor academic progress. It is expected that students will accept offers of assistance and advice provided by staff throughout the program, as early “at-risk” interventions.

Academic Guidance and Early Interventions

A student who is at risk of not meeting the academic expectations of their program and/or has poor attendance, will be required to attend compulsory Consultations in relevant courses. In addition to compulsory Consultations, a student may also receive a written warning regarding their poor academic progress. It is expected that students will accept offers of assistance and advice provided by staff throughout the program, as early “at-risk” interventions.

Manage Your Own Conduct and Behaviour.

You are responsible for managing your own conduct and behaviour, and for understanding and following the rules concerning assessment, academic misconduct and student misconduct.

Pay Your Fees

You must pay all due fees as specified in your Letter of Offer and any other specified charges, on or before the due dates applicable to each fee. It is the student's own responsibility to ensure prompt payment of fees and other charges in regards to your enrolment in your program.

Responsibility cannot be transferred to another party, unless an approved scholarship or other payment arrangements have been agreed to by UNSW College.

Failure to pay all due fees may result in your enrolment being cancelled. For students on an international visa, this may also result in visa cancellation.

Compliance With UNSW College Policies

On acceptance of an offer from UNSW College, all students agree to abide by the UNSW College policies, procedures and guidelines as published on the website and as outlined in this Student Handbook.

Enquiries can be sent to:
enquiries@unswcollege.edu.au

UNSW policies:
<https://www.unswcollege.edu.au/about/policies>



UNSW College and UNSW are committed to improving and transforming the lives of its students through outstanding education and advancing a just society. Underpinning this commitment and the pursuit of knowledge are the principles of academic integrity. Academic integrity is the expectation that teachers, students and all members of the academic community act with honesty, trust, fairness, respect and responsibility.

Academic integrity is important to the future success of all students and where a student acts unethically, it impacts on the academic community and on their own knowledge and future academic success.

Principles

- Academic integrity is an overriding core value, permeating all aspects of UNSW College's academic operations and activities.
- The characteristics on which academic integrity is founded underpin integrity more broadly, across all of UNSW College's operations and activities.
- The Academic Board sets academic standards and requires achievement or performance relative to these standards to derive from behaviours, actions and conduct that reflect academic integrity.
- The Academic Board monitors and assures academic integrity and fosters a whole of institution culture of academic integrity in which academic integrity is respected and upheld.
- Academic integrity is most effectively respected and upheld when it is embraced as a collective responsibility across the institution and where the institution educates staff and students about academic integrity and the behaviours it requires.
- Academic integrity is supported and opportunities for breaches of academic integrity are minimised through the Policies and Procedures framework. This is mitigated through the introduction of staff and student support systems and the appropriate design of courses and assessment materials. The practice models high academic standards and promotes scrupulous ethical behaviour.
- Students improve their understanding of academic integrity by engaging with educative resources that develop awareness and skills to support best academic practice. For example, students learn about academic integrity by completing orientation, coursework, and engaging in continuing education.
- Academic staff and professional staff model and promote academic integrity. This behaviour extends to course delivery, course and assessment design, grading, special considerations, reviews, and appeals.
- Allegations of breaches of academic integrity will be dealt with expeditiously, and their investigation will be fair and transparent. Processes and practices will accord with principles of natural justice and respect the privacy of those involved.
- A breach of academic integrity may be characterised as academic misconduct and dealt with under policies and procedures relating to Academic Integrity, Student Code of Conduct and Student Misconduct. Determination of whether an academic misconduct has occurred will be guided by the principles of natural justice and procedural fairness. Penalties may be imposed according to the context and extent of the breach.

Cheating in Examinations	Definitions and Examples
Plagiarism	Submitting work for assessment or publication that is not one's own. Plagiarism includes: • Directly copying any materials from electronic or print resources without acknowledging the original source of the work and/or using quotation marks to indicate a direct quote. • Closely paraphrasing sentences or whole paragraphs without referencing the original source of the work. • Using the ideas and concepts of another person or large language model (LLM) (e.g., ChatGPT) without acknowledging and citing the original work of the person or LLM.
Recycling (self-plagiarism)	Submitting prior assessed work or building on a previous submission from a course. Examples that do not constitute recycling include: • Permission from a teacher to submit prior work, with a condition to acknowledge the extent and nature of the work used. • The submission of appropriate references from prior research used for a student's research thesis or publication.
Fabrication or Falsification	The intentional act to misrepresent academic work. Fabrication and falsification can include: • Making up information for an assessment such as experimental or interview data. • Inventing sources of data, evidence, or ideas by citing publications that are irrelevant or do not exist. • Making false declarations about attendance, participation and/or assessment items to meet course requirements. • Misrepresentation through documentation. This consists of an intentional act to alter or fabricate a document to obtain an advantage in assessment or benefit enrolment. For example, a student falsifying a medical certificate to receive an academic concession.
Collusion	Engaging in illegitimate, unauthorised collaboration with other students to complete an assessment task. Collusion can involve: • Working with another student to produce an assessment task, without receiving authorisation from a teacher, course outline or assessment guide. • Submitting assessment work with the knowledge that other students contributed to an assessment or parts of an assessment, without receiving prior permission to engage in collaborative work. • Submitting work that is the same, or similar to other students work for the same assessment task. Except where written authorisation from a teacher is clearly recorded in a course outline or assessment guide.

Cheating in Examinations	Engaging in dishonest practice or breaching examination rules set by the College in or during an examination. This can include: • Writing notes on one's body or taking non-authorised examination materials (unapproved calculators or textbooks) into an exam room. • Copying information from other students and/or communicating with other students or people (except for an authorised exam invigilator) outside an exam room. • Using electronic devices to access information related to an exam while the exam is in progress. • Completing an examination without an invigilator.
Contract cheating	Involves outsourcing a whole assessment, or part of an assessment, to a third party for a fee, no payment, other remuneration or benefit. This practice can include: • Submitting an assessment item produced wholly or in part by a commercial service. • Submitting an assessment item that was produced wholly or in part by another person. • Submitting an assessment item that was produced or modified wholly, or in part, by an artificial intelligence tool, algorithm, or computer generator where such actions are not authorised in the guidelines for assessment. • Promoting the use of a commercial service to other students to create assessment solutions. • Engaging in file-sharing of learning and teaching materials, including sharing intellectual property of UNSW College.
Impersonation	A form of outsourcing assessment and represents a breach of academic integrity. Impersonation involves a third party undertaking an examination or other assessment on behalf of a student.
Bribery	Can consist of two (2) forms: • Offering bribes or inducements to gain an academic advantage. • 2) Accepting bribes or inducement to give an academic advantage.
Unauthorised use of Artificial Intelligence	Unauthorised use of AI refers to any application of AI tools or systems in assessment tasks that is not explicitly permitted under the designated category of the UNSW College 3C Model. The 3C Model defines three categories of AI use in assessments: • Category 1: AI tools cannot be used. • Category 2: AI tools may be used in an assistive role. • Category 3: AI tools may be used for integration.

Promoting Academic Integrity

UNSW College is committed to promoting academic integrity through a variety of

- proactive and pre-emptive educative strategies and actions, including:
 - Providing clear, comprehensive, and easily accessible information on:
 - Academic integrity requirements for discipline specific coursework including assessment.
 - Behaviours that constitute a breach of academic integrity.
 - Mechanisms used for detecting breaches and the educative processes for resolving cases of poor academic practice.
 - Potential academic and personal consequences of such breaches; and,
- Providing online modules that educate students about academic integrity requirements for discipline specific coursework and how to avoid breaches of academic integrity. Modules will include examples of academic work that demonstrate academic integrity best practice and examples of academic misconduct.
- Ensuring that students admitted to programs of study meet the academic entry requirements and English language proficiency standards for those programs.
- Prior to the commencement of a course and/or period of teaching, the College will emphasize the importance of upholding the fundamental values and principles of academic integrity at:
 - student orientation;
 - through the mandatory completion of academic integrity modules; and,
 - Where applicable, academic integrity workshops.
- Encouraging students to actively seek advice from relevant UNSW College staff when academic integrity requirements are not understood.
- Resourcing staff to provide appropriate levels of academic, English language and wellbeing support for students.
- Ensuring that students submit an academic integrity assessment declaration, prior to
- handing in or completing (e.g., examinations) an assessment task. The declaration acknowledges that a student has not breached academic integrity requirements for a course.
- Promoting and modelling the values and principles of academic integrity. This includes demonstration of accurate citation and referencing style in classroom presentations and teaching materials.
- Fostering learning environments that uphold the principles and values of academic integrity.
- Providing practical tools and educative resources that enable students to self-assess and measure their compliance with academic integrity.
- Assessment design that adheres to the principles of assessment (fairness, flexibility, validity, and reliability) and rules of evidence (validity, sufficiency authenticity and currency). Assessment practices are judiciously benchmarked and follow good practice guidelines set by the Tertiary Education Quality Standards Agency (TEQSA).

Breaches of Academic Integrity: Investigation and Consequences

A breach of academic integrity is considered a serious matter, and UNSW College's approach to investigating alleged breaches and the imposition of penalties is designed to effectively manage poor academic practice. This is achieved by:

1. Promptly investigating an alleged breach, where reliable evidence is available to investigate a potential breach of academic integrity. Allegations will not be substantiated unless the evidence demonstrates a high probability that a breach has occurred.
 2. Implementing an approach to investigation that is educative, fair, transparent, evidence-based, and consistent with the principles of natural justice. For example, UNSW College's approach to initial breaches of academic integrity is educative, provided the breach is not of a high level of seriousness. This would include minor breaches described in the Academic Integrity Procedure.
 3. Providing a student with whom the breach is alleged with an opportunity to respond to the evidence and demonstrate awareness of relevant academic integrity standards. The principles of procedural fairness will be applied to allegations of academic integrity breaches. This principle extends to both students and staff who may have reported the breach.
 4. Providing the alleged student with ongoing access to UNSW College's pastoral care and other support services, including counselling.
 5. Providing the alleged student with an opportunity to appeal a decision, breach or penalty imposed, as described in the Academic Integrity Procedure and Student Appeal Policy.
 6. Reporting and recording alleged, dismissed, and confirmed minor and major breaches of academic integrity into an Academic Misconduct Register.
 7. Imposing an academic penalty for breaches of academic integrity, which strictly follows the level and extent of academic misconduct. Academic penalties will consider events of extenuating circumstance, and the frequency and seriousness of prior breaches when determining a decision.
8. Academic penalties may include, but are not limited to:
 - in cases of poor scholarship (e.g., overreliance on a source by a single author), the resubmission of an assessment with no penalty.
 - the resubmission of an assessment with a mark penalty.
 - undertaking a substitute assessment with a mark penalty.
 - a zero mark for the assessment, possibly resulting in a failing grade for the relevant course.
 - a failing grade for the course.
 - suspension from the College for a prescribed period.
 - expulsion from the College and / or criminal charges.
 - rescission of a qualification / testamur already awarded.
 - integrity assessment declaration, prior to



7

Academic Progress

Unsatisfactory Academic Progress

International students who fail to meet their visa conditions relating to satisfactory course progress will be notified in writing of the intention of UNSW College to report them to the Department of Home Affairs (DHA). The student has 20 working days from the date of the notification within which to access the UNSW College complaints and appeals process. A student will have their enrolment cancelled if they are reported to DHA for unsatisfactory course progress.

Australian Citizens and Permanent Residents with unsatisfactory attendance and/or fail to achieve satisfactory course progress may have their Foundation Studies enrolment cancelled.

Performance Improvement Plan

You are responsible for participating in learning activities, completing coursework and submitting assessments. The following actions have been successfully used by students to improve their academic performance:

- Prepare thoroughly for classes and commit to regular revision

- Seek advice and assistance from their classroom teacher when needed.
- Attend weekly Course Consultations to receive assistance with coursework.
- Participate in Study Club to further develop academic, study and communication skills.
- Attend workshops and consultations offered by the Student Progress Team.
- Students can join the Conversation Club to improve their confidence in communicating in English.

You should keep a personal record of performance improvement activities you complete you can reflect on what has worked for you. This record will also provide evidence that you have actively participated in the recommended support and academic interventions.



Academic Interventions

Early Intervention

In response to diagnostic tests in Mathematics and English.

Diagnostic tests in Mathematics and English examine elementary literacies and basic course knowledge required for successful completion of the course.

Students who score below a minimum score on these diagnostic tests are issued with a letter advising them of ways to improve their performance in the relevant course. A copy of the letter is placed in the student’s file.

Recommended student actions include:

- Commitment to thorough preparation and regular revision
- Attendance at weekly Course Consultations or Workshops
- Participation in Study Club

Informal Interventions

In response to coursework and participation in class activities.

Academic staff may determine that a student's performance does not meet expectations as measured by performance on coursework tasks, formative assessments or as measured by the teacher in classroom interactions with the student.

This case-by-case analysis will usually result in an informal (written or verbal) recommendation for a student to implement one or more of the performance improvement actions such as regularly attending course consultations to receive personalised help from course experts.

Formal Interventions

In response to performance in Term and/or Final Assessment.

After the publication of assessment results for each term, or mid-term assessment in the case of the Transition Program, students who receive more than two Fail (F) and/or Unsatisfactory Fail (UF) grades will be considered at risk of failing to achieve Satisfactory Course Progress.

The student will be sent a letter via their UNSW College email address notifying them that they are “At Risk of Failing to Achieve Satisfactory Course Progress”.

This letter will recommend that the student implements a Performance Improvement Plan, invites the student to discuss their progress with Student Support and academic staff, and outlines the student’s visa obligations regarding academic performance. A student may be advised to repeat all or part of the program or transfer to a different program that is more suited to their capability. A copy of this letter is placed in the student’s file.

8 Personal Electronic Device Guidelines

As a UNSW College student, you will need a personal electronic device and headphones to enhance your learning, participate in class and online exams and assessments. We have prepared this guide to give you an overview of the types of devices you will need to complete your studies with us.

Not having a device that meets the minimum specifications for your particular learning activity including sufficient battery life will impact your learning and assessment experience. It is your responsibility to ensure your device is suitable for online exams and assessments and can sustain at least 10 hours of battery life between charges. Many of our offsite exam venues do not have charging stations or access to power outlets.

Selecting the right device

Selecting the right device laptop:

- You must have a Windows or Apple Mac laptop (NOT an iPad, Android tablet, Mobile phone or Chromebook) that:
- Is less than 4 years old
- Is running at least Widows 11, or macOS 15 (Sequoia) in English
- Has Office 365 installed in English
- Has Google Chrome installed in English (you can download this on arrival)
- Has more than 80% battery life
- Meets the specifications in the tables below

Headphones:

- Working headphones with microphone

Category	General	
	Windows	Mac OS
CPU	1.6GHz or faster	Intel processor
Memory	8GB RAM (16 GB recommended)	8GB RAM (16 GB recommended)
Graphics	Graphics hardware accelerated (DirectX 12 or later)	No graphics requirements
Storage	10GB of avail disk space	10GB of avail disk space
Display	Windows 11 (64-bit) build 25H2	1280 X 800
Operating System	Windows 11 (64-bit) build 25H2	macOS 15 (Sequoia) or later



Bachelor of Information Technology programs Device Requirements

If enrolled in the Bachelor of Information Technology programs (Cyber Defence & Networking and Software Development) you are expected to have access to a suitable personal computer for study, practice, assessment, and project work outside scheduled class hours. While UNSW College provides access to on-campus computer laboratories and teaching facilities, students may also bring and use their own laptop during classes if they wish.

On-Campus Computer Facilities

You will have access to dedicated computer laboratories on campus equipped with the software and virtual environments required for practical classes. These facilities are used extensively during workshops, labs, and supervised assessment activities.

You may:

- Use the provided campus computer laboratories
- Bring and use their own laptop during classes

Assessment Requirements

For security, standardisation, and technical support purposes, supervised in-class assessments, practical tests, and laboratory examinations must be completed using the official on-campus computer laboratory systems rather than personal laptops.

Personal Computer Requirements

- Some courses may require you to run virtual machines, container platforms, networking simulators, cybersecurity tools, and development environments.
- You are responsible for maintaining your own device and ensuring software is updated and appropriately licensed.
- Tablets and mobile devices alone are not suitable for practical IT activities or assessments.
- If you don't have a personal computer you will find it difficult to complete homework, practice exercises, group projects, and assessment preparation outside scheduled class time.

Recommended Minimum Specifications for IT Programs

Because IT students will work with programming tools, virtual machines, cybersecurity platforms, databases, cloud tools, and AI applications, the following specifications are recommended:

Component	Applied Degrees Information Technology	
	Windows (Pref)	Mac OS
Processor	Intel Core i7 (11th Gen or newer) or AMD Ryzen 5 (5000 series or newer)	Apple Silicon M1/M2 or newer
Memory (RAM)	Minimum 16GB RAM (32GB recommended)	Minimum 16GB RAM (32GB recommended)
Storage	Minimum 512GB SSD	Minimum 512GB SSD
Operating System	Windows 11	macOS Sonoma (version 14 or newer)
Portable Device Battery Life	Minimum 6–8 hours recommended	Minimum 6–8 hours recommended
Accessories	Webcam, microphone, and headphones	Webcam, microphone, and headphones

9

Submission of Assessments & Projects

You should refer to the College's Assessment Policy for all information regarding assessments: <https://www.unswcollege.edu.au/about/policies>.

Assessments and Project

- Assessments, essays and projects may have a cover sheet specific to each course which will be supplied by your teacher. The cover sheet may include:
 - Student identification number
 - Tutorial group
 - Name of tutor
 - Assignment title
 - Due date
 - Number of words
 - A declaration/signature acknowledging source material and verifying that the assignment is the student's own work.
- You must retain a copy of each assessment.

- Projects and assignments developed for assessment in one course are not to be used either in full or in part for assessment in any other course.
- You may be charged with academic misconduct if they submit a formal assessment task or project knowing it to be their own previously submitted work 'self-plagiarism' or the work of another person, unless the work done has been documented and justified, or is required to be done by an expert.

Late Assessments and Projects

Marks may be deducted at the rate of 10% of the total mark available for each day late up to 10 working days. Normal Illness/Misadventure Affecting Assessment procedures will apply, where applicable.

Extensions of time for submission of assessments and projects may be granted only in the most unusual circumstances and must be applied before the due date. Requests for extensions received after the due date of assessments, will not be accepted.

10

Course Attendance

You are expected to attend all classes, labs, tutorials, workshops and lectures and arrive on time.

You are expected to read the Course Outline at the commencement of each course to ensure they are familiar with any specific attendance requirements. Many courses with practical components (e.g. laboratories) have compulsory attendance requirements, which must be met in order to pass the course.

If you miss any classes, they must complete an Absence Notification Form within 3 business days. The form is located on the Forms page of the Current Student Hub website:

<https://my.unswcollege.edu.au/forms>

If you miss 6 or more consecutive days of classes, the form will go to the relevant Academic Head for approval.

You are required to submit the form with an official medical certificate, or other official documentation recognised as Compassionate or Compelling evidence. All supporting documentation must be in English or translated into English by a certified translator. If illness is the cause of the absence,

medical certificates must be from a health service provider from AHPRA registered practitioners.

A copy of the Compassionate and Compelling Circumstances Policy can be found on UNSW College's website under 'Policies': <https://www.unswcollege.edu.au/about/policies>

If an international student is required to return home for any reason, they must email **Student Support Team** immediately.

For international students under 18, information regarding attendance may be provided to a parent, guardian or sponsor if specifically requested, or if there is reasonable concern for the health, wellbeing or academic progression of a student in the program.



11 Withdrawal & Refund of Fees

Withdrawing from a Program Before Commencement

If you wish to withdraw from your Program before commencement you must submit a completed Application to Withdraw Form and provide any required supporting documentation.

Examples of supporting documentation may include:

- a visa refusal letter issued by the Department of Home Affairs;
- evidence that the required English language or academic entry requirements have not been met, such as IELTS or other approved test results or high school results; or
- a medical certificate or letter from a registered medical practitioner, psychologist, counsellor or other appropriately qualified professional supporting compassionate circumstances.

Any refund will be assessed in line with the UNSW College Refunds and Fees Policy. Refund eligibility and the amount may depend on the timing and circumstances of the withdrawal.

Withdrawing from a Course After Enrolment

If you wish to withdraw from an individual course please complete the Request to Change Program Specialisation or Drop a Course Form. The date you withdraw may affect your fees, academic record and FEE-HELP debt.

Withdrawing from a Course After Enrolment

If you wish to withdraw from an individual course please complete the Request to Change Program Specialisation or Drop a Course Form. The date you withdraw may affect your fees, academic record and FEE-HELP debt.

Date	What it means
Census Date	Withdraw by this date to avoid academic or financial penalty. Tuition fees paid may be refunded, or the relevant FEE-HELP debt may be cancelled. Normally Friday Week 3.
Academic Withdrawal Date	Withdraw by this date to avoid an academic penalty, although financial liability may still apply. Normally Friday Week 5.
Late Academic Withdrawal Date	The last day of teaching. Withdrawal after this date will affect your Weighted Average Mark (WAM). Normally Friday Week 8.

Withdrawal on or Before the Census Date

If you withdraw from a Course on or before the published Census Date you will generally not incur an academic or financial penalty. Tuition fees paid for the Course may be refunded, or the relevant FEE-HELP debt may be cancelled. The Census Date is also the final date if eligible to submit a request for FEE-HELP assistance.

Withdrawal After the Census Date

You may withdraw from a Course after the Census Date; however, academic and financial penalties may apply. If you withdraw after the Census Date you remain liable for the relevant tuition fees unless their withdrawal is approved through the Fee Remission process.

Withdrawal after the Census Date but before the Academic Withdrawal Date will not normally result in an academic penalty. However, financial liability may still apply.

Withdrawal after the Academic Withdrawal Date and before the Late Academic Withdrawal Date may be recorded on your transcript and may affect your academic risk status but will not affect your WAM. Withdrawal after the Late Academic Withdrawal Date will affect your WAM.

Fee Remission for Special Circumstances

You may apply for Fee Remission after the Census Date if circumstances are beyond your control and have prevented you from completing a Course. The circumstances must have had their full impact on or after the Census Date and made it impracticable for you to complete the Course.

Applications must be submitted using the Fee Remission Form, with supporting documentation, within 12 months of the withdrawal date or the end of the relevant Study Period if you have not withdrawn.

If approved, tuition fees may be refunded or, for eligible domestic students, the FEE-HELP balance may be re-credited. The Student Services and Amenities Fee (SSAF) cannot be refunded once its incurral date has passed. A PW (Permitted Withdrawal) grade will be recorded for the Course.



12 IT Support

Should you require any IT support throughout the duration of their program, please email helpdesk@unswcollege.edu.au or visit the IT Helpdesk in-person at Room G05 on Ground Floor of the UNSW College L5 Building.

13 Student Complaints & Appeals Process

Reducing Your Study Load - International

As an international student on a student visa you are required to undertake a full-time study load and complete your program by the end date of your Confirmation of Enrolment (CoE). If there are reasons why you cannot study a full load, you can reduce your study load. If you are an international student and you want to drop below 12 UoC, you will need to apply for approval to reduce your study load.

Submit a Request for Reduced Study Load located on the Forms page of the Current Students Website: <https://my.unswcollege.edu.au/forms/>

Reduced Study Load Criteria

Compassionate and Compelling Circumstances

These are circumstances that may be beyond your control and may affect your ability to attend classes and study.

Examples include:

- Serious medical illness or injury to you or a close family member.
- A major political upheaval or natural disaster in your home country requiring emergency travel or disruption to your studies. A major political upheaval or natural disaster in your home country requiring emergency travel or disruption to your studies.
- A traumatic experience e.g. accident or crime.
- Delay in receiving your student visa.
- Supporting documentation is required when you submit the form.

Academic Difficulties

Academic Intervention Strategy

You may be advised by your Student Progress Adviser to reduce your study load as part of an academic intervention strategy.

Supporting documentation required: a copy of the action plan or interview record from your meeting with the Student Progress Adviser or Faculty.

At Risk of Failing a Course

If you have failed assessments or are at risk of failing a course, your Student Progress Adviser may recommend withdrawing from the course.

Supporting documentation required: proof of failed grades or consultation trail with course coordinator via email.

Complaints

[Student Grievances and Complaints Policy](#).

UNSW College is committed to delivering a high standard of education and training services to all. One way that UNSW College fulfils this commitment is by ensuring that you have access to a robust and fair complaints handling process. Students can lodge any complaint via the Complaint Form or email their complaint directly to complaintsandconduct@unswcollege.edu.au.

The process below demonstrates how complaints and any subsequent appeal related to complaints or College decisions are managed.

Appeals

Please refer to the Student Appeal Policy which can be found on UNSW College's website under 'Policies': <https://www.unswcollege.edu.au/about/policies>.

Stage 1: Informal Complaint/Informal Request for Understanding the Decision Process

You are encouraged to attempt to resolve issues that arise informally, by raising directly with the staff member or service area related to the Complaint/Decision. This should be done as soon as possible after the issues arising.

Examples of informal complaints include:

- Late return of assessment results
- Disagreement over marks
- Teacher quality feedback
- Wrong information provided by staff
- Wrong Confirmation of Enrolment (CoE) issued
- Wrong attendance recorded
- Customer service feedback
- Class and timetabling changes
- Facilities/Wi-Fi complaints
- Complaints about homestay providers
- Complaints about airport pickups

Stage 2: Formal Complaint/Formal Request for Reconsideration

If the Stage 1: Informal Process does not resolve the complaint or request, you may begin the formal Stage 2 process.

To raise a Formal Complaint, you can:

1. Email your Complaint to complaintsandconduct@unswcollege.edu.au or submit an online Student Complaint Form.
2. If you have commenced the process at Stage 1, you should submit the formal Complaint within ten (10) working days of receiving the Stage 1 outcome, or of being notified of the original decision (if there is no Stage 1 process).
3. Ensure you provide clear and accurate information so Grievances and Complaints can be resolved as quickly as possible. Complaints will be managed by a Case Manager with the oversight of a senior staff member, manager or similar.

To request a Formal Reconsideration for other administrative or academic decisions, please refer to the process and follow the steps outlined in the relevant policy and procedure.

We will:

Provide an outcome of the Complaint investigation/Reconsideration request to you as soon as possible within twenty (20) working days of receipt of the complete submission.

Stage 3: Internal Appeal Process

If the Complaint or Reconsideration request remains unresolved following Stage 2, students may appeal the decision by submitting an online Stage 3 Student Appeal Form within twenty (20) working days following receipt of the decision/outcome of the Stage 2 process.

Stage 3 appeals must provide new supportive evidence, identify lack of procedural fairness, or inconsistent application of College policy or procedure.

1. Use the Stage 3 Internal Appeal Form.
2. Cite grounds for the Appeal and provide supporting evidence

We will:

Provide an outcome of the Internal Appeal to you as soon as possible within twenty (20) working days of receipt of the complete internal Appeal submission. The outcome will include details relating to an External Appeal process.

Stage 4: External Appeal Process

Students can choose to appeal externally if they are dissatisfied with the internal appeal decision. Students can also submit an external appeal at any time if they wish. The National Student Ombudsman receives and investigates complaints from higher education students about the actions of their higher education provider. To lodge a complaintan external appeal or find out more information please visit the [National Student Ombudsman website](#). [National Student Ombudsman - Department of Education](#).

If you lodge an external appeal, you should notify the College by emailing your external appeal reference or case number to enrolments@unswcollege.edu.au as soon as possible, and no later than 10 business days after receiving the College's decision. Prompt notification assists the College to ensure your enrolment status is managed appropriately while the external appeal is underway.

Section Three

Student Life, Student Support & Student Safety



14

Recognition of Prior Learning (RPL) Policy

Recognition of Prior Learning

1. UNSW College acknowledges that RPL facilitates the movement of students between sectors and higher education providers and recognises the multiple pathways students may take to gain qualifications.
2. Within this context, UNSW College is committed to supporting RPL and granting credit where program structures and requirements permit. Credit granted within the constraints of this commitment must maintain the integrity of UNSW College's academic programs and protect the academic standards and reputation of its awards.
3. UNSW College's approach to recognition of prior learning and credit is therefore guided by the following principles to only grant credit where:
 - a. it can be demonstrated that the prior learning and outcomes satisfy learning outcomes;
 - b. the integrity of the program learning outcomes are not compromised in the granting of credit;
 - c. prior learning is assessed as being both relevant and current;
 - d. volume of learning, discipline context, content, learning and assessment approaches are considered in determining equivalence;
 - e. formal learning for which credit is granted is for a successfully completed course(s); credit granted does not exceed 50% of the program;
 - f. UNSW has endorsed the granting of credit for programs which articulate into University degrees, so as not to compromise agreed articulation arrangements.





15 Student Life

Social Events, Activities and Clubs on Campus

University life is a wonderful opportunity for you to discover new people, new ideas, new experiences and new passions. Along with your academic learning journey, we strongly encourage all students to participate in some of the many social and extra-curricular opportunities that are available to all students.

For a look at the events and activities happening at UNSW College, we encourage you to visit the Events and Activities page of the Current Students Website: <https://my.unswcollege.edu.au/events-and-activities>

UNSW has an active student organisation called Arc which you are encouraged to join and participate in: <https://www.arc.unsw.edu.au>

Arc has hundreds of clubs and societies; from sports teams to media, from arts and culture to faculty societies. There are many avenues to explore your interests. Further, Arc provides excellent resources,, ranging from legal support and translation services, to free food and student discounts. Arc is located in the main quad on campus and all students are welcome to drop in. You will be greeted by friendly fellow students.

Student Engagement

Your university experience extends beyond the classroom. Whether you're looking to explore new interests, build your skills, meet new people or simply have fun, there are plenty of opportunities to get involved and be part of the UNSW College community.

The Student Life Team organises a range of events, activities, clubs, volunteering and student leadership opportunities throughout the year to help you connect, develop new skills and make the most of your time at College.

Make sure to bookmark the Events and Activities page on the Current Students Website: <https://my.unswcollege.edu.au/events-and-activities> to see all fun social events on campus.

Student Clubs and Societies

Connect with like-minded students by joining our Student Clubs and Societies. From movie and photography to sports and K-pop dance, our clubs offer opportunities to make friends, develop new skills, showcase talents, and enjoy student life beyond the classroom. Visit the Club Page on Current Students Website: <https://my.unswcollege.edu.au/student-life/student-clubs> to explore our clubs and get involved.

Leadership Opportunities

Our Student Leadership Programs are designed to help you grow beyond the classroom. Through hands-on experiences, workshops, volunteering and peer leadership opportunities, you'll develop valuable skills that will support your academic journey and future career.

1. The Volunteer Program

The UNSW College Volunteer Program is the ideal start for students looking to get involved in developing their leadership, communication and job-ready skillset, which can further propel you to additional professional opportunities within the College and beyond.

Volunteers are crucial to the delivery of our events, from official ceremonies such as orientations and graduations to social gatherings such as festivals and weekly activities on campus. They help create a warm and welcoming vibe, help answer questions, and encourage you to participate and facilitate friendships.

To find out more details or to join the Volunteer Program: <https://my.unswcollege.edu.au/student-life/student-leadership-program/volunteer-program>

2. Student Representative Council (SRC)

The Student Representative Council (SRC) is a leadership opportunity for passionate, driven and proactive students who want to make a meaningful difference to the UNSW College student experience.

Established in 2012, the SRC plays an important role in representing the student body, strengthening student voice and helping shape the future of College life. Made up of the Head, Deputy Head and Student Councillors, SRC members work closely with the Student Life Team to identify opportunities for improvement, share student perspectives and advocate for positive change to the UNSW College Academic Board.

As an SRC member, you'll become a student leader who helps turn ideas into action. Through a "by students, for students" approach, the SRC helps ensure the student experience continues to evolve, remain relevant and reflect the needs of the College community.

SRC recruitment takes place several times throughout the year and is open exclusively to

eligible volunteers who have met the required volunteer hours.

For more information about SRC, visit <https://my.unswcollege.edu.au/student-life/student-leadership-program/student-representative-council>

3. Events Internship Program

The Events Internship Program is the next step for eligible volunteers who are looking to challenge themselves, gain hands-on professional experience and make an even greater impact on student life.

The internship is a paid position, and over three months, you'll work alongside the Student Life Team to experience every stage of the event management process, from planning and preparation through to delivery. You'll also play a key role in facilitating volunteer training workshops and mentoring new volunteers.

Internship recruitment takes place several times throughout the year and is open exclusively to eligible volunteers who have met the required volunteer hours.

As one of the most sought-after leadership opportunities at UNSW College, the selection process is competitive. Shortlisted applicants will be invited to interview, with two Events Interns appointed in each intake.

Visit <https://my.unswcollege.edu.au/student-life/student-leadership-program/events-internship-program> for more information about Events Internship Program.

Student Enquiries – Your First Point of Contact

The Student Enquiries Team are your first point of contact. You can ask us any questions and we are always here to help.

We get many questions about student cards, transport discount tickets, timetables, tuition fees or payments, repeating a program, or other changes to enrolment.

The Student Enquiries Desk is on Level 1 of the L5 Building (223 Anzac Parade, Kensington). You can visit us in person, email us at enquiries@unswcollege.edu.au or call us on 02 8936 2222 (from within Sydney) or +61 2 8936 2222 (from outside Australia). You can also click the "Contact Us" button on the Current Students Website.

16

Academic Support

Academic Advice & the Student Progress Team

The UNSW College Student Progress Team consists of well-trained professional Student Progress Advisers dedicated to supporting students as they progress through their pathway program and into their destination degree at UNSW.

The Student Progress Team offers advice and support on the following:

- **Study and Improvement Support:** including Early Interventions and ongoing assistance.
- **Advice on Study Methods:** effective techniques and strategies to enhance your learning.
- **Advice on Study Options:** guidance on current, future and alternative study pathways.
- **Academic Performance and Attendance:** support and advice to help you stay on track.
- **1:1 Academic Progress Meetings:** both compulsory and ad-hoc sessions to discuss your progress.
- **Connecting with Support Services:** referrals and advice on accessing social, academic and wellbeing support at UNSW College.
- **Policy and Procedure Compliance:** ensuring you understand and comply with academic progression policies and procedures.

How to book an appointment with a Student Progress Adviser

If you wish to discuss your overall progress, explore academic support options, or seek broader academic advice about your current program or future degree, you can meet with a Student Progress Adviser in person or online by booking an appointment [here](#).

Appointments are free, confidential and available to all students who need support.

Academic Support

1. **Teachers and Weekly Consultations:** Your teachers are always your first point of contact for academic advice or support with your coursework. Teachers make their email contact details readily available on each page of your online learning platform (Canvas). Feel free to reach out to them with any questions about your work and they will respond promptly. You can also attend the weekly consultation for any questions or clarifications.
2. **Study Club:** In addition to support from teachers, UNSW College offers Study Club. This is a social study space open to all UNSW College students seeking academic assistance. Led by Peer Leaders who excelled in their subjects, Study Club helps you deepen your understanding of course content, enhance comprehension and communication skills, and develop personalised study strategies. For more information and to see the schedule, visit the Current Students Website: <https://my.unswcollege.edu.au/study-club>
3. **Academic Skills Workshops:** Both UNSW College and UNSW offer workshops targeting various academic skills. These run throughout the year and you will be notified via email when these workshops become available. We highly recommend attending academic workshops on academic skills development, study management and exam preparation.

Meet Your Student Wellbeing Team

UNSW College Student Wellbeing Team are well trained professional Student Wellbeing Advisers who provide a range of wellbeing supports to you.

Student Wellbeing Advisers provide direct support to you, as well as referrals to specialised support services based on individual student needs. Student Wellbeing Advisers offer support in a number of areas which may be impacting on your studies. Below are some examples of main areas of support:

- Settling in issues
- Mental Health
- Wellbeing
- Personal problems
- Relationship issues
- Health issues and class absence due to health issues
- Support to students experiencing distress
- Disability support
- General study support
- Setting study and personal goals
- Managing study assessment stress
- Enrolment options based on individual circumstances
- Providing students with information on how to access free mental health support including free counselling and access to after-hours support

How to Book an Appointment with a Student Wellbeing Adviser

Appointments are free, confidential, and available to all students who need support. We offer appointments both in person and online. You can meet with Student Wellbeing Advisers as often as you wish and/or need. You may need just one consultation, or many over the course of your studies. Either option is absolutely fine. Information that you share with a Student Wellbeing Adviser will be treated as confidential and not shared with teachers or other departments. It is easy to contact a Student Wellbeing Adviser.

You can make an appointment to see a Student Wellbeing Adviser: <https://bookings.cloud.microsoft/book/BookYourAppointmentWithaStudentAdviser@unswcollege.edu.au/?ismsaljsauthenabed=true>

If for the purpose of providing you with further support, we need to share your personal information with other services - we will ask you for permission before doing this (this is called consent). In addition we may need to share personal information you have provided to us if you or someone else is a risk of harm or if the information is required by law.

If you have a disability, learning difficulty, or are experiencing health or mental health issues and require individualised support or reasonable adjustments while you study with us, please let us know as soon as possible by contacting the Equitable Learning Support Team at els@unswcollege.edu.au.

Do I have to share information regarding my disability or medical condition?

It is your choice whether you share information with UNSW College with regards to disability or health/mental health condition, however if you choose not to share this information with UNSW College, we will not be able to put in place an Equitable Learning Plan for you.

If I provide my health information, how is it used?

In order to issue you with Equitable Learning Plan (ELP), you will be required to provide evidence of disability, learning difficulty or other health issues. This will typically be a medical professional report which must include the following information:

- the nature and duration of your condition
 - any treatment you are receiving
 - the impact disability or circumstances is having on your studies and exams
- The supporting documentation must be:
- no longer than 2 years old
 - in English or NAATI accredited translated copy and
 - must be on official letterhead, signed and dated by appropriate medical practitioner and or Allied Health professional.
 - and must include a diagnosis and information about how it impacts on your learning

If you do not have current documentation and need support with obtaining it please speak to a Student Wellbeing Adviser.

Once you advise us that you require additional support, due to disability or health condition, one of our friendly Student Wellbeing Advisers will get in contact you to arrange a meeting in which you can provide us with more information about the type of support you might require and we will create an ELP.

This is also reported to Department of Education as per reporting requirements.

What is included in my Equitable Learning Plan (ELP) and who will see it:

Your Equitable Learning Plan which is shared with the Academic Team such as your teachers and Exams team and only includes information about education adjustments and supports which have been approved for you. It does not include your medical diagnosis.

I have a disability, learning difficulty or health/mental health condition impacting on my studies what are the types of supports that can be offered to me?

Again, support will vary for each student, depending on your individual needs, but just to give you an idea about which areas of your studies this support can be provided please see list below:

- In class support
- Examination and submitting assessments
- Use of assistive technology
- Referral to other support services

If I want to apply for Equitable Learning Plan, when should I do this?

If you have a disability, medical condition, learning difficulty, neurodivergent condition or mental health condition and require reasonable adjustments or individualised support whilst studying with us, it is best to advise UNSW College as soon as you accepted your offer or within the first week of your enrolment. Applying early means you can have all necessary supports put in place from the very beginning of your program.

What if my disability, medical condition, learning difficulty, neurodivergent condition or mental health condition impacts my assessments or exams?

Support is available for students who require this in order to attempt and complete an assessments. Please contact our Student Wellbeing Team ahead of your assessment so we can help with preparation for necessary adjustments.

19 Accommodation Support

Finding the right place to live in Sydney which meets your needs and fits the budget is an important aspect of your studying and living in Sydney. Our team of friendly Accommodation Officers can provide you with assistance with accommodation related matters such as:

- Finding a new place to live, by making recommendations.
- Provide advice and refer you to appropriate services regarding accommodation related issues you may be experiencing.
- Helping you arrange emergency accommodation (if you are experiencing crisis)

You can make an appointment with an Accommodation Officer here:
<https://bookings.cloud.microsoft/book/AccommodationSupportAppointmentBookingPage@unswcollege.edu.au/?ismaljsauthenabled=true>

20 Under 18 Students

If you are under 18 years old, please know that there are additional supports available to you to help you manage your studies more effectively.

There are two types of care arrangements for under 18 students:

1. **If you are Under 18 and Living with your Parent or Guardian:**
 - Please ensure to keep your address and the contact details for your guardian current via the Student Portal
 - UNSW College will communicate with your parents and guardian on matters related to your academic progress, attendance and wellbeing
 - If you need additional support from a Student Wellbeing Adviser email: student.support@unswcollege.edu.au
2. **If you have been issued with Confirmation of Appropriate Accommodation and Welfare (CAAW):**
 - You are living in Sydney without your parent or guardian and have been issued with CAAW this means that you are part of **UNSW College Under 18 Students Care Program**. As part of this program you are provided with a range of supports which have been put in place in order to support and monitor your welfare.

Meetings with the Under 18 Team:

Fortnightly meetings with the U18 Wellbeing Team provide students under 18 with a dedicated opportunity to ask questions, raise concerns and discuss any matters relating to their transition to and experience of university life.

These meetings are designed to support you in developing the knowledge, confidence and practical skills you need to navigate university life and life beyond university successfully. Discussions may include study and academic expectations, health and wellbeing, managing day-to-day responsibilities, social relationships, accommodation and accessing appropriate support services.

The meetings provide a safe and supportive space for you to seek guidance, build your problem-solving and decision-making skills, and develop strategies that will assist you not only during your time at university but also in preparing for life beyond university.

Where appropriate, Student Wellbeing Advisers may connect you with other support services, including health professionals, counsellors, academic staff or accommodation providers, and work collaboratively with relevant university teams to ensure you are appropriately supported.

Accommodation Assistance:

If you have been issued with a CAAW, you must live in accommodation approved by UNSW College.

If you are unhappy with your accommodation or experience any accommodation-related issues, contact the Accommodation Team. They can help you resolve the issue or, where necessary, arrange alternative accommodation.

After Hours Emergency Support:

You can access support during and outside normal business hours.

If you need emergency assistance after hours, contact your accommodation provider using its emergency contact number. If the matter is serious, your accommodation provider will contact the UNSW College Student Wellbeing staff member who is on call.

Liaising with Parents:

The Under 18 Team, Senior Manager or Student Wellbeing Team may contact your parent or guardian about important matters relating to your course progress, attendance, health, wellbeing or accommodation. Parents wishing to contact the Under 18 Team should Wellbeing Advisers should email: under18@unswcollege.edu.au

Under 18 International Students:

1. UNSW College is committed to ensuring appropriate care, welfare and support are in place for international students under 18. Our approach to managing and supporting this cohort of students is guided by the following principles:
2. Arrangements must be consistent with the regulatory framework in which UNSW College operates, including the [ESOS National Code](#) and other Commonwealth and State legislation relating to child welfare and protection; and
3. Arrangements must continue to support the international student until they depart Australia, turn 18, transfer to another provider's care arrangements, or enter the care of a parent or guardian approved by the [Department of Home Affairs \(DHA\)](#).

Welfare Arrangement Options

As an International students under 18 have the option of either:

1. Reside with a parent or close relative over 21 years of age who has been approved by the Department of Home Affairs (DHA) as their carer/guardian
2. Applying for UNSW College to take responsibility for the student's care, welfare and support, including approving suitable accommodation for the student (see [International Students Under 18 Procedure](#)). Once UNSW College makes these arrangements, it will issue a [Confirmation of Appropriate Accommodation and Welfare](#) (CAAW) letter. The CAAW letter sets out the dates for which UNSW College accepts responsibility for the accommodation and welfare arrangements of the student.

Rules for students issued with a CAAW

If you have been issued with a CAAW, you must follow the rules and requirements established to support your safety, wellbeing and welfare.

These requirements may include:

- curfew and accommodation return times;
- visitor arrangements; and
- attending regular meetings with the Under 18 Wellbeing Team.

The requirements will be explained during Orientation and discussed again during your first meeting with a member of the Under 18 Team.

You must understand and follow all CAAW requirements. Breaching these requirements may result in your CAAW arrangements being cancelled. This may have serious consequences for your student visa, including the potential cancellation of your visa.

Refer to the U18 Policy here:

<https://www.unswcollege.edu.au/about/policies>

If you want any information or have further questions, please contact:

under18@unswcollege.edu.au

For more information about Under 18 Students rules, please visit this website <https://my.unswcollege.edu.au/support-category/under-18-students/>



21 Student Safety & Emergency Contacts

We have included a list of important student contacts here for you. If you need to access support service which is not listed here please contact Student Wellbeing Advisers on student.support@unswcollege.edu.au.

UNSW College Contacts:			
Name of Service	Contact Details	Use this Service for:	Opening Hours
Student Enquiries	enquiries@unswcollege.edu.au or Phone: 02 8936 2222	General enquiries	9:00am - 5:00pm (Sydney time)
Student Progress	academicprogression@unswcollege.edu.au	Student Progress, Learning Support, Academic Standing	9:00am - 5:00pm (Sydney time)
Student Support	student.support@unswcollege.edu.au	Wellbeing support	9:00am - 5:00pm (Sydney time)
Accommodation Assistance	accommodation@unswcollege.edu.au	Accommodation support	9:00am - 5:00pm (Sydney time)
IT Support	helpdesk@unswcollege.edu.au	Computer connection and access to Learning platforms	9:00am - 5:00pm (Sydney time)
UNSW and Sydney Essential Services Contacts:			
All Emergencies Ambulance, Police and Fire Brigade	000 (Triple Zero)	Life threatening emergency	All hours
UNSW Campus Security	Phone: 02 9385 6666	Emergency on campus	All hours
	Phone: 02 9385 6000	Non-urgent security	All hours

If You Need Health Advice or to See a Doctor:			
UNSW Health Service	Phone: 02 9385 5425	To see a doctor.	Hours may vary. To book an appointment click here: https://www.student.unsw.edu.au/health/appointment
Health Direct:	Phone: 1800 022 222	Free 24-hour health advice over the phone	Free 24-hour health advice over the phone
HotDoc	https://www.hotdoc.com.au	For a list of doctors in your area	All hours
If You Need Mental Health Support:			
UNSW Students Mental Health Support (For Students in Australia)	Phone : 02 9385 5418	For non urgent 24/7 Mental Health Support call 02 93855418 to speak to someone. Direct counsellor support is also available after hours via text: 0485 826 595 (5:00pm-9:00am weekdays and 24hrs on weekends and public holidays)	
NSW Mental Health Line	Phone: 1800 011 511	To be connected with urgent community mental health support	All hours
Lifeline	Phone: 13 11 14	Mental Health Crisis Support Line	All hours
Offshore Students Helpline	Phone: +61 2 8905 0307	If you are outside Australia and need urgent support	All hours



UNSW
College



UNSW College



@unswcollege



/unswcollege



UNSW College Official

UNSW College

Building L5, UNSW Sydney Campus, 223 Anzac Parade, Kensington NSW 2033 Australia

T: +61 (2) 8936 2222 | W: my.unswcollege.edu.au

UNSW Global Pty Limited ABN 62 086 418 582 trading as UNSW College™. UNSW College CRICOS Provider Code 01020K. UNSW College TEQSA Provider ID: PRV13020 (Institute of Higher Education). See unswcollege.edu.au/esos for more information. © 2026 UNSW Global Pty Limited.