UNSW College
Diploma Programs

Student Handbook 2025

- Science
- Engineering
- Computer Science
- Business
- Media & Communication
- Architecture

UNSW College Diploma Programs

Student Handbook 2025

If you are unsure of which policy your diploma program falls under, please check the 'Provider' on your Confirmation of Enrolment (COE) or Letter of Offer.

If the provider is 'UNSW Global Pty Limited [01020K] (trading as: UNSW College)' your Diploma is under UNSW College Policy.

If the provider is 'The University of New South Wales (UNSW) [00098G] (trading as: UNSW Australia)' your Diploma is under UNSW Policy. **You should refer to the UNSW Diploma Handbook here.**

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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 Student Hub website: **https://my.unswcollege.edu.au/**

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Section One

Academic Information for Students

1a UNSW College Diplomas

Programs Overview

UNSW College Diplomas are aimed at both international and domestic students who have completed High School, or the equivalent, but are not eligible for direct entry into UNSW on the basis of their previous studies. Entry requirements and information for prospective students for all programs are available on the **UNSW College website**.

We offer six different Diploma programs:

- Diploma of Architecture
- Diploma of Business
- Diploma of Computer Science
- Diploma of Engineering
- Diploma of Media & Communication
- Diploma of Science

Each Diploma program consists of (1) a discipline-specific component and (2) the Communication and Academic Literacy component (*does not apply to Diploma of Business – see additional information below).

(1). The discipline-specific component consists of a suite of courses which are selected based on the Degree and specialisation (Major) the student wishes to pursue at UNSW or the student's future career. Each of the courses runs for a term (12 weeks) and is equivalent in content and outcomes to the respective First-Year undergraduate course at UNSW. However, the Diploma program has more support systems in place, including face-to-face contact hours, and a slightly slower pace of study.

(2). The Communication and Academic Literacy course (CAL) is designed to equip learners with the Academic English, communication and academic literacy skills required for successful participation in undergraduate programs at UNSW. This course is characterised by a focus on oral communication, academic literacy, digital and information literacy, and learner autonomy. CAL 4 (code AELC1304) can be taken over one term for students with an IELTS or equivalent of 7.0 or greater. Formal permission is required for this option. Students who have an IELTS score below 7.0 will be provided with additional tuition and language support (144 Hours in total) and will complete the course over three terms, CAL 1, CAL 2, CAL 3 (code AELC1301, 1302, 1303).

*Diploma of Business

- Students with an IELTS equivalent 7.0 on entry are not required to take CAL

- Students with an IELTS equivalent 6.5 on entry may take CAL as an additional subject to meet the English proficiency requirement for entry to the Bachelor of Commerce

There are three intakes (starting times) in the Diploma program per year: January, May and August/September (approximately). Exact intakes dates are listed on the UNSW College Website. The program has three terms, running for a total of 12 months in duration. This allows students to enter UNSW in any one of the three UNSW terms, one year after commencing the Diploma program. Not all Diploma programs have entry points each term (Diploma of Architecture).

At the successful completion of the Diploma program (i.e. once students have received a pass grade in each course), students will be awarded their Diploma. This will provide students studying Architecture, Media & Communication, Computer Science, Engineering and Science with 48 Units of Credit (UoC) of advanced standing towards their selected Bachelor degree program automatically enabling them to enrol into Second Year at UNSW. Business Diploma students must achieve an average score of 60% or greater across their courses to automatically progress to Second Year courses at UNSW.

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 in Kensington 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 their lecturers and tutors. These consultations run each week of the term and before major assessments and exams. Consultation times are listed on each course Moodle site.

Assistance with academic English skill is also available from UNSW Academic Skills Support, **https://www.student.unsw.edu.au/skills**. There are workshops and consultations on a variety of topics, including:

- Improving the structure of your written assignments, such as essays and reports
- Researching
- Developing arguments in writing
- Organising your ideas
- Improving your knowledge of sentence structure
- Assisting you to read more critically to identify relevant information
- Help you to develop time management and organisational skills
- Assist you to prepare for examinations and in-class tests

- help you learn to prioritise study tasks
- referencing styles

Peer-to-peer study support (subject specific) is also available in our Study Club which gives students 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 who are 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 (Moodle)

We use an online learning management system, called Moodle 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 Moodle. If you experience any issues with accessing Moodle, 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 Student Website**.

Need help to loan or purchase a laptop?

Students can borrow a laptop on a short-term basis.

Visit the Student Enquiries Desk on Level 1 of the UNSW College L5 Building for more information on how to borrow a laptop.

1b Choosing Your Courses For Your Diploma

In the following pages you will find your **Course Matrix** and your **Study Plan** for the 3 terms of your Diploma.

It is very important that you follow the **Study Plan** of your Diploma very closely when enrolling in your courses - so you don't enrol in the wrong courses.

As a guiding rule, if you fail a course in any term, you must repeat that course in the next available term.

Important: Choosing The Right Maths Course For YOU!

For STEM students (All Science, Computer Science, and Engineering Diplomas)

UNSW College offers 2 entry maths courses to start your Diploma. These 2 courses are called Fundamentals of Mathematics B (MTHS1312) and Maths 1A (MTHS1313).

These courses are designed to meet the varying skill levels of STEM students' maths abilities. Further, these courses offer different Study Plans and regardless of which one you choose, there is no negative impact to your progression to Second Year. Choosing the right course for you is important for your success.

Also, no matter which course you enrol into, the duration of your Diploma or Bachelor program will not change and you will not have to do any extra Units of Credit. Depending on which course you enrol into, you will have a different Study Plan. Please check the Diploma Handbook for your relevant Study Plan.

How Do I Know Which One to Choose?

1. Complete the maths Skills Check and find out which course is recommended for you.

2. Irrespective of the recommendation you receive, you can always decide to enrol into Fundamentals of Mathematics B if you think that Mathematics 1A is too advanced for you.

If you are still unsure about which maths course to choose, then please choose Fundamentals of Mathematics B.

1c   Diploma of Science

Create innovative solutions to the world's biggest challenges with a Diploma of Science. This Diploma will equip students with transferable skills that can be applied to a wide range of industries and give them the flexibility to explore different areas of science that spark their passion.

The Diploma of Science will provide students with the opportunity to pursue a degree in science that may lead to a career in a discipline of science or a science-related area. Students will complete a set of courses in one of three streams of study:

- Physical, Chemical and Mathematical Sciences
- Biological and Medical Sciences; or
- Food Science.

Program Structure

All Diploma of Science students will undertake eight (8) courses in total, including seven (7) discipline-specific courses and one general education elective (Communication and Academic Literacy course).

Program Duration

For the Diploma of Science, there are three intakes (starting times) per year: January, May and August/September (approximately). The program has 3 terms, running for a total of 12 months in duration. This will allow students to enter UNSW Second Year in any one of the three terms one year after commencing in the Diploma program.

Program Learning Outcomes (PLO's)

At the end of the Diploma of Science students should be able to:

PLO	Theme	Detail
1	Identify Relationships	Identify the relationships between phenomena, principles, theories, and conceptual frameworks.
2	Apply Knowledge	Apply a working knowledge of fundamental scientific principles, methods of investigation, and an appreciation for objectivity and precision.
3	Experiment	Interpret technical instructions to enable successful completion of practical experiments.
4	Communicate	Communicate clearly by written and oral means.
5	Recognise	Recognise the significance of science and technology in modern society.
6	Problem Solve	Demonstrate skill in approaching and solving problems and in treating data.

Assessments and Workload

Studying for the Diploma of Science is a full-time commitment. Your attendance is required at lectures, tutorials, consultations and labs. Significant time should also be spent outside of class undertaking self-study, and preparing for assessments and exams.

No. Timetabled Hours Per Week	No. Personal Study Hours Per Week	Total Workload Hours Per Week
20 - 25 Hours	20 Hours	40 - 45 Hours

Students will undertake a number of different assessment types which may include:

- Online Quizzes
- Presentations
- Team Projects
- Laboratory Practicals and Reports
- Quizzes
- Reports
- Mid-Term Tests
- Final Exams

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

Specialisations and Choosing Your Courses

The Diploma of Science allows students to pursue the following specialisations at UNSW: Anatomy, Biology, Chemistry, Food Science, Genetics, Marine and Coastal Science, Materials Science, Mathematics, Microbiology, Molecular and Cell Biology, Pathology, Pharmacology, Physical Oceanography, Physics, Physiology, and Statistics.

Students select the specialisation (Major) they wish to pursue at application and that will determine the selection of courses the student has to complete. For details to help you choose your courses, refer to the Diploma of Science Matrix on the next page. Note that students often change their mind about what they want to study and you can change your specialisation after you start your program.

If you need assistance with course selection, please contact **DiplomaEnquiry@unswcollege.edu.au**.

Students specialising in Physics in the Diploma of Science are urged to select the Higher Physics courses.

If you are not sure of your specialisation, please check your offer letter. If you wish to change your specialisation, please see our FAQs on page 51.

Program Completion and Progression

To receive the Diploma of Science, students must complete 7 (seven) discipline courses (42 units of credit) plus Communication and Academic Literacy (6 units of credit) – a total of 48 units of credit to receive the Diploma of Science. Each Course in the program is worth 6 Units of Credit (UoC).

A student should complete between 12 and 19 UoC per term. If a student fails a course, they will need to repeat that course which may lengthen study time. It is recommended students retake the failed course in the next term if it is available.

Diploma of Science students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for the Communication and Academic Literacy (CAL) course, a minimum pass for all other courses, and a minimum WAM of 50 to progress to the Second Year of the relevant degree program at UNSW. The CAL course is a hurdle, that must be passed (minimum of 70% overall) in order to progress to Second Year.

Once a student successfully completes a UNSW Diploma of Science, they may progress to Second Year at UNSW Sydney.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that requires the pre-requisite until such a date, where they have passed the pre-requisite course.

Co-requisite Courses

A co-requisite is a course that needs to be taken at the same time (or prior to) as another course which requires the co-requisite. If a student fails the co-requisite course but passes the course that requires the co-requisite, then the student will receive credit for the course that required the co-requisite. The student will have to repeat the co-requisite at the next possible opportunity.

Pre-requisites and co-requisites are outlined in the Course Matrix for each program.

Diploma of Science Course Matrix

Course Names	College Diploma Course Code (HEP)	UNSW Equivalent Course Code	Chemistry (2) No	Chemistry (2) Yes	Materials Science (2) No	Materials Science (2) Yes	Mathematics; Statistics (2) No	Mathematics; Statistics (2) Yes	Physical Oceanography; Physics (2) No	Physical Oceanography; Physics (2) Yes	Anatomy	Biology & Biodiversity (1)	Genetics	Marine & Coastal Science (1)	Microbiology	Molecular & Cell Biology	Pathology	Pharmacology	Physiology	Food Science
Needs lower Level Maths			No	Yes	No	Yes	No	Yes	No	Yes										
Fundamentals of Mathematics B (NEW course from T1 2025)	MTHS1312	MATH1011		√		√		√		√	√	√	√	√	√	√	√	√	√		√
Mathematics 1A	MTHS1313	MATH1131	√	√	√	√	√	√	√	√										√
Mathematics 1B	MTHS1314	MATH1231	√	√	√	√	√	√	√	√										√
Physics 1A or Higher Physics 1A	PHSC1321 or PHSC1323	PHYS1121 or PHYS1131	√	√	√	√	√	√	√	√										√
Physics 1B or Higher Physics 1B	PHSC1322 or PHSC1324	PHYS1221 or PHYS1231	√		√		√		√	√										√
Chemistry A: Atoms, Molecules & Energy	CHMS1331	CHEM1011	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Chemistry B: Elements, Compounds & Life	CHMS1332	CHEM1021	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Molecules, Cells & Genes	BLSC1342	BABS1201	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Applied Biomolecular Sciences	BLSC1343	BABS1202	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Evolutionary & Functional Biology	BLSC1341	BIOS1101	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Design & Application of Materials in Science & Eng	MTSC1361	MATS1192	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Communication & Academic Literacy	AELC1301, -1302, -1303 or AELC1304	DPGE1001, -1002, -1003 or DPGE1004	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√

Notes

1. Specific 1st year core courses required in the bachelor program, which may increase total program duration.
2. Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.

√	Recommended Elective/ Hurdle (Must Pass)
√	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma (students taking DPST1012/MTHS1312, do not need to take DPST1014/MTHS1314 during their Diploma)
√	A course that is core in the Bachelor or can count as a core in the bachelor program - prioritise these courses over Free Electives to avoid increasing overall program duration
√	Free Elective Option

Courses with Pre- and Co-requisites:	
Physics 1A (PHSC1321) or Higher Physics 1A (PHSC1323)	Co-requisite: MTHS1313 or MTHS1312
Physics 1B (PHSC1322)	Co-requisite: MTHS1314; pre-requisite: Physics 1A (PHSC1321) or Higher Physics 1A (PHSC1323)
Higher Physics 1B (PHSC1324)	Co-requisite: MTHS1314; pre-requisite Higher Physics 1A (PHSC1323) or a credit (≥65%) in Physics 1A (PHSC1321)
Mathematics 1B (MTHS1314)	Pre-requisite: MTHS1313
Chemistry B (CHMS1332)	Prerequisite: Chemistry A (CHMS1331)

Diploma of Science Study Plan - Life Science

Program Requirements - You must complete at total of 48 Units of Credit (UoC) for your Diploma, as follows:
1) You must complete 6 UoC of Communication and Academic Literacy (either CAL 1, 2, 3 OR CAL 4).
2) You must complete all courses for your specialisation.

Your Diploma Term	Instructions	Course Name	College Diploma Course Code (HEP)	UNSW Equivalent Course Code	Units of Credit (UoC)	Anatomy	Biology & Biodiversity (1)	Genetics	Marine & Coastal Science (1)	Microbiology	Molecular & Cell Biology	Pathology	Pharmacology	Physiology	Co-requisites (C)/ Pre-requisites (P)	Notes
1st	In your 1st term, you must enrol into 16 or 18 UoC: 1) CAL1 or CAL4 (only students who are approved for CAL4, are allowed to enrol into this course) 2) Fundamentals of Mathematics B 3) One additional Core **Important note:** #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 1 or 4 (CAL1 or 4)	AELC1301 or AELC1304	DPGE1001 or DPGE1004	4 or 6	√	√	√	√	√	√	√	√	√		
		Fundamentals of Mathematics B	MTHS1312	MATH1011	6	√	√	√	√	√	√	√	√	√		
		Molecules, Cells & Genes	BLSC1342	BABS1201	6	√	√	√	√	√	√	√	√	√		
		Chemistry A: Atoms, Molecules & Energy	CHMS1331	CHEM1011	6	√	√	√	√	√	√	√	√	√		
		Evolutionary & Functional Biology#	BLSC1341	BIOS1101	6	√	√	√	√	√	√	√	√	√		Only offered in Term 3 (Aug/Sep)
2nd	In your 2nd term, you must enrol into 18 or 19 UoC: 1) CAL2 (not for students who completed CAL4) 2) Core 1 3) Core 2 4) Core 3 **Important note:** #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 2 (CAL2)	AELC1302	DPGE1002	1	√	√	√	√	√	√	√	√	√	Communication & Academic Literacy 1 (P)	
		Chemistry A: Atoms, Molecules & Energy	CHMS1331	CHEM1011	6	√	√	√	√	√	√	√	√	√		
		Molecules, Cells & Genes	BLSC1342	BABS1201	6	√	√	√	√	√	√	√	√	√		
		Design & Application of Materials in Science & Eng	MTSC1361	MATS1192	6	√	√	√	√	√	√	√	√	√		
		Applied Biomolecular Sciences#	BLSC1343	BABS1202	6	√	√	√	√	√	√	√	√	√		Only offered in Term 1 (Jan) and Term 2 (May)
		Chemistry B: Elements, Compounds & Life	CHMS1332	CHEM1021	6	√	√	√	√	√	√	√	√	√	Chemistry A (P)	
		Evolutionary & Functional Biology#	BLSC1341	BIOS1101	6	√	√	√	√	√	√	√	√	√		Only offered in Term 3 (Aug/Sep)
3rd	In your 3rd term, you must enrol into 12 or 13 UoC: 1) CAL3 (not for students who completed CAL4) 2) Core 1 3) Core 2 **Important note:** #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 3 (CAL3)	AELC1303	DPGE1003	1	√	√	√	√	√	√	√	√	√	Communication & Academic Literacy 2 (P)	
		Chemistry B: Elements, Compounds & Life	CHMS1332	CHEM1021	6	√	√	√	√	√	√	√	√	√	Chemistry A (P)	
		Molecules, Cells & Genes	BLSC1342	BABS1201	6	√	√	√	√	√	√	√	√	√		
		Applied Biomolecular Sciences#	BLSC1343	BABS1202	6	√	√	√	√	√	√	√	√	√		Only offered in Term 1 (Jan) and Term 2 (May)
		Design & Application of Materials in Science & Eng	MTSC1361	MATS1192	6	√	√	√	√	√	√	√	√	√		
		Evolutionary & Functional Biology#	BLSC1341	BIOS1101	6	√	√	√	√	√	√	√	√	√		Only offered in Term 3 (Aug/Sep)

*HP = Higher Physics

(1) Specific 1st year core courses required in the bachelor program, which may increase total program duration.

Key		
	√	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma
	√	Discipline Core in the bachelor program - prioritise these courses over Electives to avoid an increase in total program duration
	√	Free Elective Option (do not exceed max no. of units)
	√	Hurdle (Must Pass)

Diploma of Science Study Plan - Physical Science

Program Requirements - You must complete at total of 48 Units of Credit (UoC) for your Diploma, as follows:

1) You must complete 6 UoC of Communication and Academic Literacy (either CAL 1, 2, 3 OR CAL 4).

2) You must complete all core courses for your specialisation (shown by the coloured fields).

3) Choose available electives to get to a total of 48 UoC (prioritise light pink/green courses).

Science Diploma 2025 / Recommended Study Plan for Physical Science Students						Students who commence with Maths 1A				Students who commence with Fundamentals of Maths B						
Your Diploma Term	Instructions	Course Name	College Diploma Course Code (HEP)	UNSW Equivalent Course Code	Units of Credit (UoC)	Chemistry (2)	Materials Science (2)	Mathematics; Statistics (2)	Physical Oceanography; Physics (2)	Chemistry (2)	Materials Science (2)	Mathematics; Statistics (2)	Physical Oceanography; Physics (2)	Food Science	Co-requisites (C)/ Pre-requisites (P)	Notes
1st	In your 1st term, you must enrol into 16 or 18 UoC: 1) CAL1 or CAL4 (only students who are approved for CAL4, are allowed to enrol into this course) 2) Maths 1A OR Fundamentals of Maths B 3) Core/ Elective **Important note:** #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 1 or 4 (CAL1 or 4)	AELC1301 or AELC1304	DPGE1001 or DPGE1004	4 or 6	✓	✓	✓	✓	✓	✓	✓	✓	✓		
		Fundamentals of Mathematics B	MTHS1312	MATH1011	6					✓	✓	✓	✓	✓		
		Mathematics 1A	MTHS1313	MATH1131	6	✓	✓	✓	✓							
		Chemistry A: Atoms, Molecules & Energy	CHMS1331	CHEM1011	6	✓	✓	✓		✓	✓	✓	✓	✓		
		Evolutionary & Functional Biology#	BLSC1341	BIOS1101	6	✓	✓	✓	✓	✓	✓	✓	✓	✓		NOT offered in Terms 1 & 2 (Jan/May)
		Molecules, Cells & Genes	BLSC1342	BABS1201	6									✓		
		Physics 1A or Higher Physics 1A	PHSC1321 or PHSC1323	PHYS1121 or PHYS1131	6	✓	✓	✓	✓	✓	✓	✓	✓	✓	Fundamentals of Mathematics B (C); Maths 1A (C)	
2nd	In your 2nd term, you must enrol into 18 or 19 UoC: 1) CAL2 (not for students who completed CAL4) 2) Maths 1A OR 1B 3) Core/ Elective 4) Core/ Elective **Important note:** #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 2 (CAL2)	AELC1302	DPGE1002	1	✓	✓	✓	✓	✓	✓	✓	✓	✓	Communication & Academic Literacy 1 (P)	
		Mathematics 1A	MTHS1313	MATH1131	6					✓	✓	✓	✓	✓		
		Mathematics 1B	MTHS1314	MATH1231	6	✓	✓	✓	✓						Maths 1A (C)	
		Physics 1A or Higher Physics 1A	PHSC1321 or PHSC1323	PHYS1121 or PHYS1131	6	✓	✓	✓	✓	✓	✓	✓	✓	✓	Fundamentals of Mathematics B (C) ; Maths 1A (C)	
		Chemistry A: Atoms, Molecules & Energy	CHMS1331	CHEM1011	6	✓	✓	✓	✓	✓	✓	✓	✓	✓		
		Molecules, Cells & Genes	BLSC1342	BABS1201	6	✓	✓	✓	✓	✓	✓	✓	✓	✓		
		Design & Application of Materials in Science & Eng	MTSC1361	MATS1192	6	✓	✓	✓	✓	✓	✓	✓	✓	✓		
		Physics 1B or Higher Physics 1B	PHSC1322 or PHSC1324	PHYS1221 or PHYS1231	6	✓	✓	✓	✓						Mathematics 1B (C); Physics 1A (P)	
		Chemistry B: Elements, Compounds & Life	CHMS1332	CHEM1021	6	✓	✓	✓	✓	✓	✓	✓	✓	✓	Chemistry A: Atoms, Molecules & Energy (P)	
		Evolutionary & Functional Biology#	BLSC1341	BIOS1101	6	✓	✓	✓	✓	✓	✓	✓	✓	✓		NOT offered in Terms1 & 2 (Jan/May)
3rd	In your 3rd term, you must enrol into 12 or 13 UoC: 1) CAL3 (not for students who completed CAL4) 2) Core/ Elective 3) Core/ Elective **Important note:** #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 3 (CAL3)	AELC1303	DPGE1003	1	✓	✓	✓	✓	✓	✓	✓	✓	✓	Communication & Academic Literacy 2 (P)	
		Chemistry B: Elements, Compounds & Life	CHMS1332	CHEM1021	6	✓	✓	✓	✓	✓	✓	✓		✓	Chemistry A: Atoms, Molecules & Energy (P)	
		Molecules, Cells & Genes	BLSC1342	BABS1201	6	✓	✓	✓	✓	✓	✓	✓		✓		
		Applied Biomolecular Sciences#	BLSC1343	BABS1202	6	✓	✓	✓	✓	✓	✓	✓		✓		NOT offered in Term 3 (Aug/Sep)
		Design & Application of Materials in Science & Eng	MTSC1361	MATS1192	6	✓	✓	✓	✓	✓	✓	✓		✓		
		Evolutionary & Functional Biology#	BLSC1341	BIOS1101	6	✓	✓	✓	✓	✓	✓	✓		✓		NOT offered in Terms1 & 2 (Jan/May)
		Physics 1B or Higher Physics 1B	PHSC1322 or PHSC1324	PHYS1221 or PHYS1231	6	✓	✓	✓	✓				✓		Mathematics 1B (C); Physics 1A (P)	
		Mathematics 1B	MTHS1314	MATH1231	6					✓	✓	✓	✓	✓	Maths 1A (P)	

*HP = Higher Physics

(1) Specific 1st year core courses required in the bachelor program, which may increase total program duration.
(2) Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.

Key

✓	✓	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma
	✓	A course that is core in the Bachelor or can count as a core in the bachelor program - prioritise these courses over Free Electives to avoid increasing overall program duration
✓	✓	Free Elective Option
✓	✓	Compulsory Elective/ Hurdle (Must Pass)

Note that there are a few courses which are not offered every term. These are shown in the table below along with the terms of the year in which they are running (offered).

Course Name	College Diploma Course Code	Term of the Year (in which the course is running)
Evolutionary & Functional Biology	BLSC1341	Term 3 only (Aug/Sept)
Applied Biomolecular Sciences	BLSC1343	Term 1 (Jan) and Term 2 (May)
Introduction to Engineering Design & Innovation	ENGI1371	Term 2 (May) and Term 3 (Aug/Sept)
Engineering Mechanics	ENGI1372	Term 1 (Jan) and Term 2 (May)
Electrical Circuit Fundamentals	EEET1381	Term 1 (Jan) and Term 3 (Aug/Sept)

1d Diploma of Engineering

Engineers develop practical solutions to technical and environmental problems by using science and mathematics. Through scientific discoveries, engineers meet societal and consumer needs. Engineers work in a range of roles across all different types of industries, from civil engineering to environmental, computer science to petroleum engineering – the possibilities are endless.

The Diploma of Engineering will give students an introduction to mathematics, natural sciences and computing that will prepare them to learn the knowledge and skills required for an engineering discipline.

Program Structure

All Diploma of Engineering students will undertake eight (8) courses in total, a mix of core courses, electives and one general education elective (Communication and Academic Literacy course).

Program Duration

For the Diploma of Engineering, there are three intakes (starting times) per year: January, May and August/September (approximately). The program has 3 terms, running for a total of 12 months in duration. This will allow you to enter UNSW in any one of the three terms one year after commencing in the Diploma program.

Assessments and Workload

Studying for the Diploma of Engineering is a full-time commitment. Your attendance is required at lectures, tutorials, consultations and labs. Significant time should also be spent outside of class undertaking self-study, and preparing for assessments and exams.

No. Timetabled Hours Per Week	No. Personal Study Hours Per Week	Total Workload Hours Per Week
20 - 25 Hours	20 Hours	40 - 45 Hours

Students will undertake a number of different assessment types, which may include:

- Online Quizzes
- Presentations
- Team Projects
- Laboratory Practicals and Reports
- Quizzes
- Reports
- Mid Term Tests
- Final Exams

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

Specialisations and Choosing Your Courses

The Diploma of Engineering allows students to pursue the following specialisations at UNSW: Aerospace Engineering, Bioinformatics Engineering, Chemical Engineering, Chemical Product Engineering, Civil Engineering, Computer Engineering, Environmental Engineering, Electrical Engineering, Materials Science and Engineering, Mechanical & Manufacturing Engineering, Mechanical Engineering, Mechatronic Engineering, Mining Engineering, Photovoltaics & Solar Energy, Petroleum Engineering, Renewable Energy Engineering, Telecommunications, and Quantum Engineering.

Within the Engineering Programs, students must select the specialisation (Major) they wish to pursue at UNSW and that will determine the selection of courses the student has to complete. For details, refer to the Diploma of Engineering Course Matrix on the next page. If you need assistance with course selection, please contact:
DiplomaEnquiry@unswcollege.edu.au

- Students specialising in Electrical Engineering, Telecommunications or Quantum Engineering (Engineering Diploma) must take the Higher Physics courses.

If you are not sure of your specialisation, please check your offer letter. If you wish to change your specialisation, please see our FAQs on page 51.

Program Completion and Progression

To receive the Diploma of Engineering, students must complete 7 (seven) discipline courses (42 units of credit) plus Communication and Academic Literacy (6 units of credit) – a total of 48 units of credit. Each Course in the program is worth 6 Units of Credit (UoC).

A student should complete between 12 and 19 UoC. If a student fails a course, they will need to repeat that course which may lengthen study time. We recommend students take the failed course in the next term if available.

Diploma of Engineering students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for the Communication and Academic Literacy (CAL) course, a minimum pass for all other courses, and a minimum WAM of 50 to progress to Second Year of the relevant degree program at UNSW. The CAL course runs over one (AELC1304) or three terms (AELC1301, AELC1302, AELC1303).

Once a student successfully completes a UNSW Diploma of Engineering, they may progress to Second Year at UNSW Sydney.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that requires the pre-requisite until such a date, where they have passed the pre-requisite course.

Co-requisite Courses

A co-requisite is a course that needs to be taken at the same time (or prior to) as another course which requires the co-requisite. If a student fails the co-requisite course but passes the course that requires the co-requisite, then the student will receive credit for the course that required the co-requisite. The student will have to repeat the co-requisite at the next possible opportunity.

Pre-requisite and co-requisites are outlined in the Course Matrix for each program.

Diploma of Engineering Course Matrix

Diploma of Engineering Course Matrix

Course Name	College Diploma Course Code (HEP)	UNSW Equivalent Course Code	Aerospace Eng (no)	Aerospace Eng (yes)	Mech & Manuf (no)	Mech & Manuf (yes)	Mechanical Eng (no)	Mechanical Eng (yes)	Robotics & Mechatronics (no)	Robotics & Mechatronics (yes)	Photovoltaics & Solar (no)	Photovoltaics & Solar (yes)	Renewable Energy (no)	Renewable Energy (yes)	Software Eng (no)	Software Eng (yes)	Computer Eng (no)	Computer Eng (yes)	Electrical Eng (no)	Electrical Eng (yes)	Telecom (no)	Telecom (yes)	Quantum Eng (no)	Quantum Eng (yes)	Chemical Eng (1) (no)	Chemical Eng (1) (yes)	Chemical Product (no)	Chemical Product (yes)	Environmental (no)	Environmental (yes)	Surveying (1) (no)	Surveying (1) (yes)	Civil Eng (no)	Civil Eng (yes)	Mining Eng (1) (no)	Mining Eng (1) (yes)	Bioinfomatics (no)	Bioinfomatics (yes)	Mat Sci & Eng (3131) (no)	Mat Sci & Eng (3131) (yes)	Geoenergy & Geostorage (no)	Geoenergy & Geostorage (yes)
Needs Lower Level Maths:			no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	yes
Fundamentals of Mathematics B (NEW course from T1 2025)	MTHS1312	MATH1011		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√		√
Mathematics 1A	MTHS1313	MATH1131	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Mathematics 1B	MTHS1314	MATH1231	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Introduction to Engineering Design & Innovation	ENGI1371	DESN1000	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Introduction to Programming	CPTG1391	COMP1511	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Physics 1A or Higher Physics 1A	PHSC1321 or PHSC1323	PHYS1121 or PHYS1131	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	HP	HP	HP	HP	HP	HP	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Physics 1B or Higher Physics 1B	PHSC1322 or PHSC1324	PHYS1221 or PHYS1231		√		√		√		√		√				√		√	HP		HP		HP			√		√		√		√		√		√				√		
Software Engineering Fundamentals	CPTG1393	COMP1531	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Engineering Mechanics	ENGI1372	ENGG1300	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Chemistry A: Atoms, Molecules & Energy	CHMS1331	CHEM1011	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Chemistry B: Elements, Compounds & Life	CHMS1332	CHEM1021	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Computer Systems Fundamentals	CPTG1392	COMP1521	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Electrical Circuit Fundamentals	EEET1381	ELEC1111	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Molecules, Cells & Genes	BLSC1342	BABS1201	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Design & Application of Materials in Science & Eng	MTSC1361	MATS1192	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Communication & Academic Literacy	AELC1301, -1302, -1303 or AELC1304	DPGE1001, -1002, -1003 or DPGE1004	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
*HP = Higher Physics	**Max No. of Elective UoC**		12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	12	6	6	6	6	6	6	6

(1) Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.

Key

		Description
√ (pink)	√ (green)	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma
√ (light pink)	√ (light green)	Discipline Core in the bachelor program - prioritise these courses over Electives to avoid an increase in total program duration
√	√	Free Elective Option (do not exceed max no. of units)
√ (red)	√ (red)	Compulsory Elective/Hurdle (Must Pass)

Courses with Pre- and Co-requisites:

Physics 1A (PHSC1321) or Higher Physics 1A (PHSC1323)	Co-requisite: MTHS1313 or MTHS1312
Physics 1B (PHSC1322)	Co-requisite: MTHS1314; pre-requisite Physics 1A or Higher Physics 1A
Higher Physics 1B (PHSC1324)	Co-requisite: MTHS1314; pre-requisite Higher Physics 1A (PHSC1323) or a credit (≥65%) in Physics 1A (PHSC1321)
Mathematics 1B (MTHS1314)	Pre-requisite: MTHS1313
Software Engineering Fundamentals (CPTG1393)	Pre-requisite: CPTG1391
Computer Systems Fundamentals (CPTG1392)	Pre-requisite: CPTG1391
Engineering Mechanics (ENGI1372)	Pre-requisite: MTHS1313 and Physics 1A or Higher Physics 1A

Diploma of Engineering Starting with Mathematics 1A Study Plan

Program Requirements - You must complete a total of 48 Units of Credit (UoC) for your Diploma, as follows:
1) You must complete 6 UoC of Communication and Academic Literacy (either CAL 1, 2, 3 OR CAL 4).
2) You must complete all core courses for your specialisation (shown by the hot pink fields).
3) If (2) does not add up to 30 UoC, you must add other core from the light pink fields to make up 30 UoC (exception: Surveying specialisation)
4) Choose available electives to get to a total of 48 UoC (prioritise light pink courses).

There are two different Study Plans, depending on whether you start with Mathematics 1A (higher level), or Fundamentals of Mathematics B (lower level maths).

Engineering Diploma 2025 — Recommended Study Plan

Your Diploma Term	Instructions	Course Name	College Diploma Course Code (HEP)	UNSW Equivalent Course Code	Units of Credit (UoC)	Aerospace Eng	Mechanical & Manufacturing	Mechanical Eng	Robotics & Mechatronics Eng	Photovoltaics & Solar Energy	Renewable Energy Eng	Software Engineering	Computer Engineering	Electrical Eng	Telecommunications	Quantum Engineering	Chemical Eng (1)	Chemical Product Eng	Environmental Eng	Surveying (1)	Civil Eng	Mining Eng (1)	Bioinformatics	Mat Sci and Eng (Prog 3131)	Geoenergy & Geostorage	Co-requisites (C)/ Pre-requisites (P)	Notes
1st	1) In your 1st term, you must enrol into the courses shown for your specialisation (=16 or 18 UoC) 2) Only students who are approved for CAL4, are allowed to enrol into this course.	Communication & Academic Literacy 1 or 4 (CAL1 or 4)	AELC1301 or AELC1304	DPGE1001 or DPGE1004	4 or 6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Mathematics 1A	MTHS1313	MATH1131	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
		Physics 1A or Higher Physics 1A	PHSC1321 or PHSC1323	PHYS1121 or PHYS1131	6	√	√	√	√	√	√		√	HP	HP	HP	√	√	√	√	√	√	√	√	√	Mathematics 1A (C)	
		Introduction to Programming	CPTG1391	COMP1511	6							√															
2nd	In your 2nd term, you must enrol into 18 or 19 UoC: 1) CAL2 (not for students who completed CAL4) 2) Mathematics 1B 3) Intro to Programming/ Software Eng Fundamentals 4) Core/ Elective Important note: #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 2 (CAL2)	AELC1302	DPGE1002	1	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Communication & Academic Literacy 1 (P)	
		Mathematics 1B	MTHS1314	MATH1231	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Mathematics 1A (P)	
		Introduction to Programming	CPTG1391	COMP1511	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		
		Software Engineering Fundamentals	CPTG1393	COMP1531	6							√														Introduction to Programming (P)	Project-based course
		Select 1 additional course from below																									
		Introduction to Engineering Design & Innovation#	ENGI1371	DESN1000	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 1 (January start); project-based course
		Engineering Mechanics#	ENGI1372	ENGG1300	6	√	√	√	√	√	√			√	√	√	√	√	√	√	√	√	√	√	√	Physics 1A or Higher Physics 1A (P); Maths 1A; Fundamentals of Maths B	Course not offered in Term 3 (August start)
		Electrical Circuit Fundamentals#	EEET1381	ELEC1111	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 2 (May start)
		Chemistry A: Atoms, Molecules & Energy	CHMS1331	CHEM1011	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		
		Molecules, Cells & Genes	BLSC1342	BABS1201	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		
		Physics 1A or Higher Physics 1A	PHSC1321 or PHSC1323	PHYS1121 or PHYS1131	6							√														Mathematics 1A (C)	
		Physics 1B or Higher Physics 1B	PHSC1322 or PHSC1324	PHYS1221 or PHYS1231	6	√	√	√	√	√	√		√	HP	HP	HP	√	√	√	√	√	√	√	√	√	Mathematics 1B (C); Physics 1A (P)	
		Computer Systems Fundamentals	CPTG1392	COMP1521	6							√	√													Introduction to Programming (P)	
		Software Engineering Fundamentals	CPTG1393	COMP1531	6							√											√			Introduction to Programming (P)	Project-based course
		Design & Application of Materials in Science & Eng	MTSC1361	MATS1192	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		
3rd	In your 3rd term, you must enrol into 12 or 13 UoC: 1) CAL3 (not for students who completed CAL4) 2) Core/ Elective 3) Core/ Elective	Communication & Academic Literacy 3 (CAL3)	AELC1303	DPGE1003	1	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Communication & Academic Literacy 2 (P)	
		Chemistry A: Atoms, Molecules & Energy	CHMS1331	CHEM1011	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		
		Chemistry B: Elements, Compounds & Life	CHMS1332	CHEM1021	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√	Chemistry A: Atoms, Molecules & Energy (P)	
		Introduction to Engineering Design & Innovation#	ENGI1371	DESN1000	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 1 (January start); project-based course
		Software Engineering Fundamentals	CPTG1393	COMP1531	6	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Introduction to Programming (P)	Project-based course
		Engineering Mechanics#	ENGI1372	ENGG1300	6	√	√	√	√	√	√			√	√	√	√	√	√	√	√	√	√	√	√	Physics 1A or Higher Physics 1A (P); Maths 1A; Fundamentals of Maths B	Course not offered in Term 3 (August start)
		Electrical Circuit Fundamentals#	EEET1381	ELEC1111	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		Course not offered in Term 2 (May start)
		Molecules, Cells & Genes	BLSC1342	BABS1201	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		
		Design & Application of Materials in Science & Eng	MTSC1361	MATS1192	6	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		
		Computer Systems Fundamentals	CPTG1392	COMP1521	6							√	√										√			Introduction to Programming (P)	
		Physics 1A or Higher Physics 1A	PHSC1321 or PHSC1323	PHYS1121 or PHYS1131	6							√														Mathematics 1B (C)	
		Physics 1B or Higher Physics 1B	PHSC1322 or PHSC1324	PHYS1221 or PHYS1231	6	√	√	√	√	√	√		√	HP	HP	HP	√	√	√	√	√	√	√	√	√	Mathematics 1B (C); Physics 1A	

*HP = Higher Physics

(1) Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.

Key

Key	√ (pink)	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma
	√ (light pink)	Discipline Core in the bachelor program - prioritise these courses over Electives to avoid an increase in total program duration
	√	Free Elective Option (do not exceed max no. of units)
	√ (red)	Hurdle (Must Pass)

Diploma of Engineering Starting with Fundamentals of Mathematics B Study Plan

Program Requirements - You must complete a total of 48 Units of Credit (UoC) for your Diploma, as follows:
1) You must complete 6 UoC of Communication and Academic Literacy (either CAL 1, 2, 3 OR CAL 4).
2) You must complete all core courses for your specialisation (shown by the dark green fields).
3) If (2) does not add up to 30 UoC, you must add another core from the light green fields to make up 30 UoC (exception: Surveying specialisation)
4) Choose available electives to get to a total of 48 UoC (prioritise light green courses).

There are two different Study Plans, depending on whether you start with Mathematics 1A (higher level), or Fundamentals of Mathematics B (lower level maths).

Engineering Diploma 2025 — **Recommended Study Plan**

Your Diploma Term	Instructions	Course Name	College Diploma Course Code (HEP)	UNSW Equivalent Course Code	Units of Credit (UoC)	Co-requisites (C)/ Pre-requisites (P)	Notes
1st	1) In your 1st term, you must enrol into the courses shown for your specialisation (=16 or 18 UoC) 2) Only students who are approved for CAL4, are allowed to enrol into this course.	Communication & Academic Literacy 1 or 4 (CAL1 or 4)	AELC1301 or AELC1304	DPGE1001 or DPGE1004	4 or 6		
		Fundamentals of Mathematics B	MTHS1312	MATH1011	6		
		Physics 1A or Higher Physics 1A	PHSC1321 or PHSC1323	PHYS1121 or PHYS1131	6	Fundamentals of Mathematics B (C)	
		Introduction to Programming	CPTG1391	COMP1511	6		
2nd	In your 2nd term, you must enrol into 18 or 19 UoC: 1) CAL2 (not for students who completed CAL4) 2) Mathematics 1A 3) Intro to Programming/ Software Eng Fundamentals 4) Core/ Elective Important note: #These courses are not offered every term. Plan accordingly!	Communication & Academic Literacy 2 (CAL2)	AELC1302	DPGE1002	1	Communication & Academic Literacy 1 (P)	
		Mathematics 1A	MTHS1313	MATH1131	6	Fundamentals of Mathematics B (P)	
		Introduction to Programming	CPTG1391	COMP1511	6	Fundamentals of Mathematics B (P)	
		Software Engineering Fundamentals	CPTG1393	COMP1531	6	Introduction to Programming (P)	Project-based course
		Select 1 additional courses from below					
		Introduction to Engineering Design & Innovation#	ENGI1371	DESN1000	6		Course not offered in Term 1 (January start); project-based course
		Engineering Mechanics#	ENGI1372	ENGG1300	6	Physics 1A or Higher Physics 1A (P)	Course not offered in Term 3 (August start)
		Electrical Circuit Fundamentals#	EEET1381	ELEC1111	6		Course not offered in Term 2 (May start)
		Chemistry A: Atoms, Molecules & Energy	CHMS1331	CHEM1011	6		
		Molecules, Cells & Genes	BLSC1342	BABS1201	6		
		Physics 1A or Higher Physics 1A	PHSC1321 or PHSC1323	PHYS1121 or PHYS1131	6	Fundamentals of Mathematics B or Mathematics 1A (C)	
		Computer Systems Fundamentals	CPTG1392	COMP1521	6	Introduction to Programming (P)	
		Design & Application of Materials in Science & Eng	MTSC1361	MATS1192	6		
3rd	In your 3rd term, you must enrol into 12 or 13 UoC: 1) CAL3 (not for students who completed CAL4) 2) Core/ Elective 3) Core/ Elective	Communication & Academic Literacy 3 (CAL3)	AELC1303	DPGE1003	1	Communication & Academic Literacy 2 (P)	
		Chemistry A: Atoms, Molecules & Energy	CHMS1331	CHEM1011	6		
		Chemistry B: Elements, Compounds & Life	CHMS1332	CHEM1021	6		
		Introduction to Engineering Design & Innovation#	ENGI1371	DESN1000	6		Course not offered in Term 1 (January start); project-based course
		Software Engineering Fundamentals	CPTG1393	COMP1531	6		Project-based course
		Engineering Mechanics#	ENGI1372	ENGG1300	6		Course not offered in Term 3 (August start)
		Electrical Circuit Fundamentals#	EEET1381	ELEC1111	6		Course not offered in Term 2 (May start)
		Molecules, Cells & Genes	BLSC1342	BABS1201	6		
		Design & Application of Materials in Science & Eng	MTSC1361	MATS1192	6		
		Introduction to Programming	CPTG1391	COMP1511	6		
		Computer Systems Fundamentals	CPTG1392	COMP1521	6		
		Mathematics 1B	MTHS1314	MATH1231	6	Mathematics 1A (C)	
		Physics 1B or Higher Physics 1B	PHSC1322 or PHSC1324	PHYS1221 or PHYS1231	6		

*HP = Higher Physics

(1) Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.

Key
- √ (dark green): Discipline Core in the diploma program - students must complete these courses to obtain their Diploma
- √ (light green): Discipline Core in the bachelor program - prioritise these courses over Electives to avoid an increase in total program duration
- √ (white): Free Elective Option (do not exceed max no. of units)
- √ (red): Compulsory Elective/ Hurdle (Must Pass)

1e Diploma of Computer Science

Computer Science is the study of the design, construction and use of computer systems. When you complete a Diploma of Computer Science, you'll develop the foundation skills and knowledge required for computer applications to be developed.

Program Structure

All Diploma of Computer Science students will undertake eight (8) courses in total, a mix of core courses, electives and one general education elective (Communication and Academic Literacy course).

Program Duration

For the Diploma of Computer Science, there are three intakes (starting times) per year: January, May and August/September (approximately). The program has 3 terms, running for a total of 12 months in duration. This allows students to enter UNSW in any one of the three terms one year after commencing in the Diploma program.

Assessments and Workload

Studying for the Diploma of Computer Science is a full-time commitment. Your attendance is required at lectures, tutorials, consultations and labs. Significant time should also be spent outside of class undertaking self-study, and preparing for assessments and exams.

No. Timetabled Hours Per Week	No. Personal Study Hours Per Week	Total Workload Hours Per Week
20 - 25 Hours	20 Hours	40 - 45 Hours

Students will undertake a number of different assessment types, which may include:

- Online Quizzes
- Presentations
- Team Projects
- Laboratory Practicals and Reports
- Quizzes
- Reports
- Mid Term Tests
- Final Exams

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

Specialisations and Choosing Your Courses

There are no specialisations in the Diploma for this program, but students can decide to specialise in the following once they move into Second Year:

Computer Science, Database Systems, eCommerce Systems, Artificial Intelligence, Programming Languages, Computer Networks, Embedded Systems, Security Engineering. For more information, refer to the **UNSW Undergraduate Handbook**.

Program Completion and Progression

To receive the Diploma of Computer Science, students must complete 7 (seven) discipline courses (42 units of credit) plus Communication and Academic Literacy (6 units of credit) – a total of 48 units of credit.

Each Course in the program is worth 6 Units of Credit (UoC). A student should complete between 12 and 19 UoC per term. If a student fails a course, they will need to repeat that course which may lengthen study time.

Diploma of Computer Science students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for the Communication and Academic Literacy (CAL) course, a minimum pass for all other courses, and a minimum WAM of 50 to progress to the Second Year of the relevant degree program at UNSW. The CAL course runs over one to three terms, and you must pass it (minimum of 70% overall) to progress to Second Year.

Once a student successfully completes a UNSW Diploma of Computer Science they may progress to Second Year at UNSW Sydney.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that required the pre-requisite until such a date, where they have passed the pre-requisite course.

Co-requisite Courses

A co-requisite is a course that needs to be taken at the same time (or prior to) as another course which requires the co-requisite. If a student fails the co-requisite course but passes the course that requires the co-requisite, then the student will receive credit for the course that required the co-requisite. The student will have to repeat the co-requisite at the next possible opportunity.

Pre-requisites and co-requisites are outlined in the Course Matrix for each program.

Diploma of Computer Science Course Matrix

Computer Science Diploma 2025				
Course Names	**College Diploma Course Code (HEP)**	**UNSW Equivalent Course Code**	**Computer Science**	
Needs lower level maths:			no	yes
Fundamentals of Mathematics B (NEW course from T1 2025)	MTHS1312	MATH1011		√
Mathematics 1A	MTHS1313	MATH1131	√	√
Mathematics 1B	MTHS1314	MATH1231	√	√
Introduction to Programming	CPTG1391	COMP1511	√	√
Computer Systems Fundamentals	CPTG1392	COMP1521	√	√
Software Engineering Fundamentals	CPTG1393	COMP1531	√	√
Physics 1A or Higher Physics 1A	PHSC1321 or PHSC1323	PHYS1121 or PHYS1131	√	√
Introduction to Engineering Design & Innovation	ENGI1371	DESN1000	√	√
Physics 1B or Higher Physics 1B	PHSC1322 or PHSC1324"	PHYS1221 or PHYS1231	√	√
Molecules, Cells & Genes	BLSC1342	BABS1201	√	√
Applied Biomolecular Sciences	BLSC1343	BABS1202	√	√
Communication & Academic Literacy	AELC1301, -1302, -1303 or AELC1304	DPGE1001, -1002, -1003 or DPGE1004	√	√

Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.

Key	√	√	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma
		√	Discipline Core in the bachelor program - prioritise these courses over Electives to avoid an increase in total program duration
	√	√	Free Elective Option (do not exceed max no. of units)
	√	√	Compulsory Elective/ Hurdle (Must Pass)

Courses with Pre- and Co-requisites:

Physics 1A (PHSC1321) or Higher Physics 1A (PHSC1323)	Co-requisite: MTHS1313 or MTHS1312
Physics 1B (PHSC1322)	Co-requisite: MTHS1314; pre-requisite Physics 1A or Higher Physics 1A
Higher Physics 1B (PHSC1324)	Co-requisite: MTHS1314; pre-requisite Higher Physics 1A (PHSC1323) or a credit (≥65%) in Physics 1A (PHSC1321)
Mathematics 1B (MTHS1314)	Pre-requisite: MTHS1313
Software Engineering Fundamentals (CPTG1393)	Pre-requisite: CPTG1391
Computer Systems Fundamentals (CPTG1392)	Pre-requisite: CPTG1391

Diploma of Computer Science Study Plan

Program Requirements - You must complete at total of 48 Units of Credit (UoC) for your Diploma, as follows:
1) You must complete 6 UoC of Communication and Academic Literacy (either CAL 1, 2, 3 OR CAL 4).
2) You must complete all core courses for your specialisation (shown by the dark pink/green fields).
3) Choose available electives to get to a total of 48 UoC (prioritise light green courses).

Computer Science Diploma 2025					Recommended Study Plan			
Your Diploma Term	Instructions	Course Name	College Diploma Course Code (HEP)	UNSW Equivalent Course Code	Units of Credit (UoC)	Computer Science		Co-requisites (C)/ Pre-requisites (P)	Notes
1st	1) In your 1st term, you must enrol into the courses shown for your pathway (=16 or 18 UoC) 2) Only students who are approved for CAL4, are allowed to enrol into this course.	Communication & Academic Literacy 1 or 4 (CAL1 or 4)	AELC1301 or AELC1304	DPGE1001 or DPGE1004	4 or 6	√	√		
		Fundamentals of Mathematics B	MTHS1312	MATH1011	6		√		
		Mathematics 1A	MTHS1313	MATH1131	6	√			
		Introduction to Programming	CPTG1391	COMP1511	6	√	√		
2nd	In your 2nd term, you must enrol into 18 or 19 UoC: 1) CAL2 (not for students who completed CAL4) 2) Mathematics 1A/ Mathematics 1B 3) Software Engineering Fundamentals OR Computer Systems Fundamentals 4) Core/ Elective Important note: #This course is not offered every term. Plan accordingly!	Communication & Academic Literacy 2 (CAL2)	AELC1302	DPGE1002	1	√	√	Communication & Academic Literacy 1 (P)	
		Mathematics 1A	MTHS1313	MATH1131	6		√		
		Mathematics 1B	MTHS1314	MATH1231	6	√		Mathematics 1A (P)	
		Software Engineering Fundamentals	CPTG1393	COMP1531	6	√	√	Introduction to Programming (P)	Project-based course
		Select 1 additional course from below							
		Introduction to Engineering Design & Innovation#	ENGI1371	DESN1000	6	√	√		Course not offered in Term 1 (January start); project-based course
		Computer Systems Fundamentals	CPTG1392	COMP1521	6	√	√	Introduction to Programming (P)	
		Physics 1A or Higher Physics 1A	PHSC1321 or PHSC1323	PHYS1121 or PHYS1131	6	√	√	Fundamentals of Mathematics B or Mathematics 1A (C)	
		Molecules, Cells & Genes	BLSC1342	BABS1201	6	√	√		
3rd	In your 3rd term, you must enrol into 12 or 13 UoC: 1) CAL3 (not for students who completed CAL4) 2) Software Engineering Fundamentals OR Computer Systems Fundamentals 3) Core/ Elective	Communication & Academic Literacy 3 (CAL3)	AELC1303	DPGE1003	1	√	√	Communication & Academic Literacy 2 (P)	
		Computer Systems Fundamentals	CPTG1392	COMP1521	6	√	√	Introduction to Programming (P)	
		Software Engineering Fundamentals	CPTG1393	COMP1531	6	√	√	Introduction to Programming (P)	Project-based course
		Mathematics 1B	MTHS1314	MATH1231	6		√	Mathematics 1A (P)	
		Molecules, Cells & Genes	BLSC1342	BABS1201	6	√	√		
		Introduction to Engineering Design & Innovation#	ENGI1371	DESN1000	6	√	√		Course not offered in Term 1 (January start); project-based course
		Physics 1B or Higher Physics 1B	PHSC1322 or PHSC1324	PHYS1221 or PHYS1231	6	√	√	Physics 1A or Higher Physics 1A (P)	
		Applied Biomolecular Sciences#	BLSC1343	BABS1202	6	√	√		Course not offered in Term 3 (Aug/Sept start)

*HP = Higher Physics

(1) Students who need to enrol in MTHS1312 will need to select additional 1st year subjects in the bachelor program, which may increase total program duration.

Key			
	√	√	Discipline Core in the diploma program - students must complete these courses to obtain their Diploma.
		√	Discipline Core in the bachelor program - prioritise these courses over Electives to avoid an increase in total program duration
	√	√	Free Elective Option
	√	√	Hurdle (Must Pass)

STEM Diplomas Frequently Asked Questions?

How Do I Know Which Physics Course to Enrol In?

If you have to take physics, you have a choice between studying the Standard Physics 1A and 1B courses or Higher Physics 1A and 1B courses (where applicable).

The content for the Physics 1A/ Higher Physics 1A and Physics 1B/ Higher Physics 1B courses is the same and students will be attending the same labs, lectures, workshops and tutorials. The difference between the courses is in the assessments. Higher Physics courses have more difficult assessments. Students find these subjects challenging.

Note the following before you make your decision:

- Students specialising in Electrical Engineering, Telecommunications, or Quantum Engineering (Engineering Diploma) must take the Higher Physics courses.

- Students specialising in Physics (Science Diploma), are urged to select the Higher Physics courses.

- Studying Higher Physics will keep your options open, should you decide to change your specialisation at any point during your studies. However, if you don't require Higher Physics for your specialisation, there is no advantage to take it and the marks you will achieve are likely to be lower than for the Standard Physics courses.

Are All Courses Offered Each Term?

Note: The courses below are **NOT** offered every term. Make sure you plan ahead.

Not Offered Term 1 (January Start)	Not Offered Term 2 (May Start)	Not Offered Term 3 (Aug/Sep Start)
ENGI1371	EEET1381	ENGI1372
BLSC1341	BLSC1341	BLSC1343

If you require assistance with your enrolment, please email: **DiplomaEnquiry@unswcollege.edu.au**

How Can I Change My Physics Course?

Before 5pm on Friday of Week 1, if you want to change your Physics course, you can do this via your Student Portal (Subject Enrolment).

If you need to change your Physics course after Friday of Week 1 you will need to submit a **Request to Change Diploma Program Specialisation or Drop a Course** available on the Current Students Website under the **Forms** page.

Note that if you do this, any Higher Physics marks that you have already gained, will be counted towards your Standard Physics marks. Speak with your physics lecturer if you have any questions.

1f Diploma of Business

The Diploma of Business provides the core business knowledge and skills needed to move into the world of business and is designed to reflect the nature of real-world businesses. It offers an integrated curriculum and reflects the reality that business is complex, multi layered and spans several disciplines. The Diploma will help students explore business essentials and gain a breadth of experience and nuance of understanding across a range of disciplines, preparing them to tackle real challenges in the workplace or enter into the Second Year of the Bachelor of Commerce at UNSW.

Program Structure

All Diploma of Business students will undertake nine (9) courses in total including eight (8) core and one general education elective (Communication and Academic Literacy course).

Program Duration

For the Diploma of Business there are three intakes (starting times) per year: January, May and August/September (approximately). The program has 3 terms, running for a total of 12 months in duration. This will allow you to enter UNSW in any one of the three terms one year after commencing in the Diploma program.

Program Learning Outcomes (PLOs)

At the end of the Diploma of Business students should be able to:

PLO	Theme	Detail
1	Demonstrate Business knowledge	Students will demonstrate an understanding of foundation knowledge in business disciplines, including accounting, finance, management, economics, business law, information systems, marketing, risk and strategy within the contexts of local and global business.
2	Problem Solve	Students will be able to analyse business problems and propose effective solutions.
3	Communicate in a Business Context	Students will communicate business information clearly and effectively for a specific audience and purpose.
4	Demonstrate Teamwork	Students will interact and collaborate effectively with others to achieve business outcomes.
5	Identify Responsible Business Practice	Students will be able to identify responsible business thinking, which is underpinned by ethical practice and sustainability consideration.
6	Demonstrate Global and Cultural Competence	Students will demonstrate awareness of diverse business systems and recognise and respect the cultural norms, beliefs and values of others.

Assessment and Workload

Studying for the Diploma of Business is a full-time commitment. Your attendance is required at lectures, tutorials and consultations. Significant time should also be spent outside of class undertaking self-study, and preparing for assessments and exams.

No. Timetabled Hours Per Week	No. Personal Study Hours Per Week	Total Workload Hours Per Week
18 - 20 Hours	20 Hours	38 - 40 Hours

Students will undertake a number of different assessment types, which may include:

• Case Study Analysis

• Final Exams

• Online Quizzes

• Presentations

• Portfolios

• Team projects

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

Specialisations and Choosing Your Courses

All students will complete the same eight (8) academic courses across the disciplines.

The Commerce specialisation allows students to pursue the following Majors in Second Year of a Bachelor of Commerce:

• Accounting

• Business Sustainability & Social Impact

• Business Analytics

• Business Economics

• Behavioural Economics

• Finance

• Financial Technology

• International Business

• Information Systems

• Cybersecurity Management

• Marketing

• Marketing Analytics

• Human Resource Management

• Innovation, Strategy & Entrepreneurship

• Taxation

Your majors are determined by the combination of courses you choose in Second Year in the Bachelor of Commerce. Refer to the UNSW Handbook **www.handbook.unsw.edu.au/** for more information on majors.

Refer to the Course Matrix below to see what courses you will be studying in the Diploma of Business.

Program Completion and Progression

All Diploma of Business students must complete 8 (eight) discipline courses (48 units of credits). Students who have not met the English requirement for the Bachelor of Commerce, will be able to meet this requirement by enrolling in Communication and Academic Literacy (6 units of credit) as a 9th course. To receive the Diploma of Business students must achieve a Satisfactory Grade (minimum 80%, equivalent to IELTS 7.0) for the Communication and Academic Literacy (CAL) course, if applicable, and a minimum average of 60% across all successfully completed courses. Students must also achieve a minimum WAM of 50.

A student should complete between 18 and 19 UoC per term. If you fail a course, you will need to repeat that course which may lengthen your study time. We recommend students take the failed course in the next term.

Once you successfully complete a UNSW College Diploma of Business, you may progress to Second Year at UNSW Sydney.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that required the pre-requisite until such a date, where they have passed the pre-requisite course.

Co-requisite Courses

A co-requisite is a course that needs to be taken at the same time (or prior to) as another course which requires the co-requisite. If a student fails the co-requisite course but passes the course that requires the co-requisite, then the student will receive credit for the course that required the co-requisite. The student will have to repeat the co-requisite at the next possible opportunity.

Pre-requisites and co-requisites are outlined in the Course Matrix for each program.

Diploma of Business Course Matrix

The following table lists all of the courses offered in the Diploma of Business. All Diploma of Business students will complete the same eight (8) courses plus the Communication and Academic Literacy. Some course must be completed before other; these are called Pre-requisites.

Diploma of Business (Course Matrix by Degree and Specialisation)														
Course Names	College Diploma Course Code (HEP)	UNSW Equivalent Course Codes	Accounting	Business Analytics	Business Economics	Business Strategy & Economic Mgmt	Finance	Financial Technology	Information Systems	Human Resource Management	International Business	Management	Marketing	Taxation
Business Decision Making	BMGT1300	COMM1100	√	√	√	√	√	√	√	√	√	√	√	√
Evidence Based Problem Solving	BMGT1310	COMM1110	√	√	√	√	√	√	√	√	√	√	√	√
Collaboration and Innovation in Business	BMGT1320	COMM1120	√	√	√	√	√	√	√	√	√	√	√	√
Financial Management	BMGT1340	COMM1140	√	√	√	√	√	√	√	√	√	√	√	√
Global Business Environments	BMGT1350	COMM1150	√	√	√	√	√	√	√	√	√	√	√	√
Organisational Resources	BMGT1370	COMM1170	√	√	√	√	√	√	√	√	√	√	√	√
Value Creation	BMGT1380	COMM1180	√	√	√	√	√	√	√	√	√	√	√	√
Data, Insights and Decisions	BMGT1390	COMM1190	√	√	√	√	√	√	√	√	√	√	√	√
Communication & Academic Literacy (DPGE1004 by permission only)	AELC1301, -1302, -1303 or AELC1304	DPGE1001, -1002, -1003/or DPGE1004	√	√	√	√	√	√	√	√	√	√	√	√
Non Credit Bearing Modules														
My BCom BluePrint	COMM0999	COMM9099	√	√	√	√	√	√	√	√	√	√	√	√
My BCom 1st Year Portfolio	COMM1999	COMM1999	√	√	√	√	√	√	√	√	√	√	√	√

Courses with Pre-requisites	Pre-requisite		Key
Global Business Environments	BMGT1300	√	Discipline-specific courses
Organisational Resources	BMGT1340	√	Hurdle, not credit-bearing
Value Creation	BMGT1340	√	Elective. Only required for students who have not met the English entry requirement and have agreed to take an overload.
Data, Insights and Decisions	BMGT1310		
Articulation Requirements *	**All Commerce Student must complete eleven (11) courses**		
B Comm pathway students	8 IFY Comm courses+ CAL + COMM0999 & 1999		

*Please note that these requirements may be subject to change. Students should consult the College Diploma Handbook and seek advice to ensure courses count toward program requirements.

Diploma of Business Study Plans

This Study Plan is for students who need to take Communication & Academic Literacy (CAL).

Study Plan		College Diplomas	
Your Diploma Term	Course Name	College Diploma Course Code (HEP)	Pre-requisite course code
1st	Business Decision Making	BMGT1300	None
	Financial Management	BMGT1340	None
	Communication & Academic Literacy 1 or 4	AELC1301/AELC1304	None
2nd	Collaboration and Innovation in Business	BMGT1320	None
	Evidence Based Problem Solving	BMGT1310	None
	Global Business Environments	BMGT1350	BMGT1300
	Communication & Academic Literacy 2	AELC1302	AELC1301
3rd	Organisational Resources	BMGT1370	BMGT1340
	Value Creation	BMGT1380	BMGT1340
	Data, Insights and Decisions	BMGT1390	BMGT1310
	Communication & Academic Literacy 3	AELC1303	AELC1302

This Study Plan is for students who do not need to take Communication & Academic Literacy (CAL).

Study Plan		College Diplomas	
Your Diploma Term	Course Name	College Diploma Course Code (HEP)	Pre-requisite course code
1st	Business Decision Making	BMGT1300	None
	Financial Management	BMGT1340	None
	Collaboration and Innovation in Business	BMGT1320	None
2nd	Evidence Based Problem Solving	BMGT1310	None
	Global Business Environments	BMGT1350	BMGT1300
	Organisational Resources	BMGT1370	BMGT1340
3rd	Value Creation	BMGT1380	BMGT1340
	Data, Insights and Decisions	BMGT1390	BMGT1310

1g Diploma of Architecture

Architecture is about exploring and redefining what place means to people. As an emerging architect at UNSW, you will focus on the physical form of design, and the elevated thinking that supports it. You will learn how to design buildings and settings that will influence and benefit the future of individuals and communities within them. You will also learn how to address every angle in this process, taking wider sustainability, cultural and economic needs into consideration.

Our teaching staff include experienced architects and academics in an inclusive, collaborative learning environment. With their guidance, you will develop the design skills and technical knowledge to establish impactful careers and influence the industry's future.

Career Opportunities

- Architect
- Architectural Technician
- Interior and Special Designer
- Building Surveyor
- Town Planner
- Production Designer
- Structural Engineer

Progress to UNSW Sydney

Once you successfully complete a UNSW Diploma of Architecture, you will progress to Second Year at UNSW Sydney and choose a degree major to prepare for your future career.

Diploma of Architecture students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for the Communication and Academic Literacy course, a minimum pass for all other courses, and a minimum WAM of 50 to progress to Second Year of the relevant degree program at UNSW. The CAL course runs over one to three terms, and you must pass it (minimum of 70% overall) to progress to Second Year.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that required the pre-requisite until such a date, where they have passed the pre-requisite course.

Diploma of Architecture Course Matrix

Diploma of Architecture						
			UNSW Bachelor Degrees			
Pre-requisites	**Course Name**	**College Diploma Course Code (HEP)**	Architectural Studies	Interior Architecture	Landscape Architecture	
	Practical Design Studio 1	ARCT1301	√	√	√	
	Communication in the Built Environment	ARCT1302	√	√	√	
	Design History and Theory 1	ARCT1303	√	√	√	
DPDE1001/ARCT1301 & DPDE1005/ARCT1305	Practical Design Studio 2	ARCT1304	√	√	√	
DPDE1002/ ARCT1302	Architectural Composition & Modelling	ARCT1305	√	√	√	
	Building Environments and Technics 1	ARCT1306	√	√	√	
	Architectural Science & Building Environment 1	ARCT1307	√	n/a	n/a	
DPDE1003/ ARCT1303	Interior Architecture Critical Perspectives	ARCT1308	n/a	√	n/a	
	Introduction to Landscape Architecture & Analysis	ARCT1310	n/a	n/a	√	
	Communication & Academic Literacy	AELC1301, -1302, -1303 or AELC1304	√	√	√	

*Upon completion of the Diploma of Architecture, you will also get credit for UNSW course FADA6406.

Key	
√	**Compulsory/Prescribed Core Course**
√	**Hurdle - must pass but does not count towards WAM**

Degrees	Intakes into Diploma	Intakes into UNSW (Program code)
Architectural Studies	Term 1, Term 3	Term 1, Term 3 (3261)
Interior Architecture	Term 1, Term 3	Term 1, Term 3 (3256)
Landscape Architecture	Term 1	Term 1 (3381)

Diploma of Architecture Study Plan

The following table lists all of the courses offered in the Diploma of Architecture. You must complete (7) discipline courses plus Communication and Academic Literacy. The courses you choose will depend on your specialisation. Some courses must be completed before others; these are called pre-requisites.

You must enrol in your courses based on the Study Plan below.

For example, Term 1 students must enrol in all Term 1 subjects.

If you fail a course in any term, you must repeat that course in the next available term.

For example, if you fail ARCT1301 you must repeat this in Term 2. If this happens, you will need to delay taking ARCT1305 to Term 3 because you can only take up to 19 UoC in each term.

Diploma of Architecture Study Plan						
			Built Environment Streams			
Your Diploma Term	**Course Name**	**College Diploma Course Code (HEP)**	Architectural Studies	Interior Architecture	Landscape Architecture	**Pre-Requisite Course Code**
1st	Practical Design Studio 1	ARCT1301	√	√	√	
	Communication in the Built Environment	ARCT1302	√	√	√	
	Communication & Academic Literacy 1 or 4	AELC1301/ AELC1304	√	√	√	
2nd	Design History and Theory 1	ARCT1303	√	√	√	
	Architectural Composition & Modelling	ARCT1305	√	√	√	ARCT1302
	Building Environments and Technics 1	ARCT1306	√	√	√	
	Communication & Academic Literacy 2	AELC1302	√	√	√	AELC1301
3rd	Practical Design Studio 2	ARCT1304	√	√	√	ARCT1301 & ARCT1305
	Architectural Science & Building Environment 1	ARCT1307	√	n/a	n/a	
	Interior Architecture Critical Perspectives	ARCT1308	n/a	√	n/a	ARCT1303
	Introduction to Landscape Architecture & Analysis	ARCT1310	n/a	n/a	√	
	Communication & Academic Literacy 3	AELC1303	√	√	√	AELC1302

Key		
	√	You must take this course
	n/a	You do not need to take this course

1h Diploma of Media & Communication

Contemporary media is a dynamic, global, and increasingly complex topic. By studying media at UNSW, you will explore the professional, social, cultural, political, economic and philosophical impacts that contemporary media and communication have on our daily lives.

It's the place to tap into your creativity while learning about the world around you.

Led by academics actively engaged in media industries, the media degree at UNSW will open a world of opportunities to help you pursue your media career.

The Bachelor of Media at UNSW offers specialisations in Cinema Studies, Communication and Journalism, Media Studies, Public Relations and Advertising, and Screen Production. By studying media at UNSW, you will develop practical vocational skills as well as the conceptual, strategic, creative, and critical capabilities to help set you apart within the media and communication industry.

Program Structure

All Diploma of Media & Communication students will undertake eight (8) courses in total, including five (5) or six (6) core or prescribed courses, one or two elective and one general education course the Communication and Academic Literacy course.

Program Duration

In the Diploma of Media & Communication there are three intakes (starting times) per year: January, May and August/September (approximately). The program has 3 terms, running for a total of 12 months in duration. This will allow you to enter UNSW in any one of the three terms one year after commencing in the Diploma program.

Career Opportunities

• Corporate Communications Manager

• Advertising Strategist

• Public Relations Consultant

• Brand Manager

• Journalist

• Filmmaker

• Animator

• Copywriter

• Publicist

• Media Advisor

Progress to UNSW Sydney

Diploma of Media and Communication students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for the Communication and Academic Literacy course, a minimum pass for all other courses, and a minimum WAM of 50 to progress to the Second Year of the relevant degree program at UNSW. The CAL course runs over one to three terms, and you must pass it (minimum of 70% overall) to progress to Second Year.

The 7 (seven) disciplinary courses (42 units of credit) successfully completed in the Diploma will be able to be counted towards the requirements for the Bachelor of Media. Upon progression to UNSW Sydney, students are encouraged to consult UNSW Student Enquiries and obtain a Program Progression Check (include the hyperlink here: https://www.student.unsw.edu.au/progression/check), to have a clear guide to the remaining requirements for completion of their specialisation in the Bachelor of Media and to confirm how the courses completed in the Diploma can be counted.

When you progress into Second Year at UNSW Sydney, you can select one of the following specialisations:

• Cinema Studies

• Communication and Journalism

• Media Studies

• Public Relations and Advertising

• Screen Production

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that required the pre-requisite until such a date, where they have passed the pre-requisite course.

While the Diploma of Media and Communication does not have explicit pre-requisites, you are expected to take each course in the term it is offered. For example, you can only select Term 1 courses in your Term 1, Term 2 courses in Term 2, and Term 3 courses in Term 3.

Diploma of Media and Communication Course Matrix

Diploma in Media and Communications valid up until and including Term 2 2025			Bachelor of Media Specialisations				
Course Name	College Diploma Course Code (HEP)	UNSW Equivalent Course Code	Cinema Studies	Communication & Journalism	PR & Advertising	Media Studies	Screen & Sound Production
Media and Communication Contexts	MEDA1301	MDIA1002	√	√	√	√	√
Public Relations and Advertising Foundations	MEDA1302	MDIA1003	√	√	√	√	√
News Fundamentals	MEDA1303	MDIA1004	√	√	√	√	√
Media Entrepreneurship	MEDA1304	MDIA1007	√	√	√	√	√
Introduction to Film Studies	MEDA1305	ARTS1060	√	√	√	√	√
Screen Production 1	MEDA1306	ARTS1064	√	√	√	√	√
Media, Society & Politics	MEDA1307	MDIA1091	√	√	√	√	√
Working with Data	MEDA1308	MDIA1092	√	√	√	√	√
Communication & Academic Literacy	AELC1301, -1302, -1303 or AELC130	DPGE1001, -1002, -1003 or DPGE1004	√	√	√	√	√

No Discipline Courses with Pre- and Co-requisites

√	Students must take this course
√	Students have a choice to take this course
√	Students must take this course. This is a hurdle course.

Diploma of Media and Communication Study Plan

Diploma of Media and Communication							
			Bachelor of Media Specialisations				
Your Diploma Term	Course Name	UNSW College Course Code	Cinema Studies	Communication & Journalism	PR & Advertising	Media Studies	Screen & Sound Production
1st	Media and Communication Contexts	MEDA1301	√	√	√	√	√
	Public Relations and Advertising Foundations	MEDA1302	√	√	√	√	√
	Communication & Academic Literacy	AELC1301/AELC1304	√	√	√	√	√
2nd	News Fundamentals	MEDA1303	√	√	√	√	√
	Media, Society & Politics	MEDA1307	√	√	√	√	√
	Introduction to Film Studies	MEDA1305	√	√	√	√	√
	Communication & Academic Literacy	AELC1302	√	√	√	√	√
3rd	Media Entrepreneurship	MEDA1304	√	√	√	√	√
	Working with Data	MEDA1308	√	√	√	√	√
	Screen Production 1	MEDA1306	√	√	√	√	√
	Communication & Academic Literacy	AELC1302	√	√	√	√	√

Key

√	You must take this course
√	You have a choice to take this course
√	Students must take this course. This is a hurdle course. This course result is not included in your WAM

Diploma of Media & Communication Courses	For the purposes of UNSW Bachelor of Media
MEDA1301 Media and Communication Contexts	This is a Level 1 Specialisation course for Communication and Journalism, or an optional expansion/elective course for all other specialisations
MEDA1302 Public Relations and Advertising Foundations	This is a Level 1 Specialisation course for Public Relations and Advertising, or an optional Foundation Focus course for all other specialisations
MEDA1303 News Fundamentals	This is a Level 1 Specialisation course for Communication and Journalism, or an optional Foundation Focus course for all other specialisations
MEDA1304 Media Entrepreneurship	This is an optional Foundation Focus course for all specialisations
MEDA1305 Introduction to Film Studies	This is a Level 1 Specialisation course for Cinema Studies, or an optional Foundation Focus course for all specialisations
MEDA1306 Screen Production 1	This is a Level 1 Specialisation course for Screen Production, or an optional Foundation Focus course for all specialisations
MEDA1307 Media, Society & Politics	This is a required Foundation Grounding course for all specialisations, or a Level 1 specialisation course for Media Studies
MEDA1308 Working with Data	This is a required Foundation Grounding course for all specialisations, or a Level 1 specialisation course for Media Studies

Glossary of Terms (https://www.student.unsw.edu.au/glossary)	
Level 1 Specialisation course	Undergraduate courses are usually classified by Level e.g. Level 1 courses are usually undertaken in the first stage of a program, Level 2 in the second stage etc. https://www.student.unsw.edu.au/glossary
Foundation Course	A core course, usually taken in Stage 1 that must be satisfactorily completed in order to complete the requirements of the program. It lays the foundations for higher level courses. https://www.student.unsw.edu.au/glossary#FoundationCourse
Elective	A course for which a student has some choice of courses available to fulfil the same academic rule. https://www.student.unsw.edu.au/glossary#Elective

Frequently Asked Questions (FAQ's)

1i

How Do You Know Which Courses You Need to Take Each Term?

1. Find your Specialisation/Major in the Study Plan/Course Matrix for the Diploma that you are enrolled in and chose the courses under that specialisation. If you are unsure or want advice please email: **DiplomaEnquiry@unswcollege.edu.au**.

2. From the **Study Plan** you can see which courses you need to enrol into for each of your Diploma terms. **Note**: if you start your Diploma in September, this is Term 3 at UNSW Sydney, but for UNSW College Diplomas this is your Term 1. Therefore, you must select the courses listed under the Diploma Term 1. You MUST follow the **Study Plan**. This will ensure that there are no timetable clashes between your courses and you finish your Diploma in the shortest amount of time.

3. If you fail one or more courses, the order in which you complete your courses may change.
   If you fail a course, you need to create your own **Study Plan**. This can be done with the support of a **Student Progress Adviser**. If you fail a course you must repeat this in the next available term. This will change your Study Plan as you can only take 19 UoC per term. You will need to drop a course to make room in your Study Plan for the repeated subject. Note the following important points when you do this:

   a. Courses that form pre-requisites for other courses should be taken first. Refer to the Course Matrix. These courses are normally offered every term and you need to enrol into them first, before adding your other courses into your timetable.

   b. Next, try and fill your Timetable with other core courses from the **Study Plan** (these are the ones listed under your 1st, 2nd, 3rd Diploma Term). If you cannot fit a course into your Timetable, only then should you select a course from the list of Electives. Take note of the max number of units of Electives that you are allowed to take.

How Do I Know What Specialisation (Major) I Am Enrolled In?

Sometimes students do not realise that someone else (e.g. their Agent) may have selected their 'specialisation' for them. Please check your specialisation which is listed in your offer letter and change if needed. See how to change your specialisation below.

Can I Change My Specialisation (Major)?

If you wish to change your Specialisation, this can be done at the end of Term 1. Please email: **DiplomaEnquiry@unswcollege.edu.au**

Can I Change My Program?

Sometimes students find out that what they signed up for is not what they want to study. Or they change their mind about what they are interested in, or find the course they are studying too difficult. Here are some examples of this:

- What if I am an Engineering Diploma student but want to move to the Diploma of Science or Diploma of Computer Science?

- What if I am a Science or Business Diploma student but want to move to the Diploma of Media & Communication?

- What if I find the Diploma too difficult and need to move into Foundation Studies?

All of these scenarios and more are possible, if you meet the entry requirements. If you are thinking you may want to change your course or stream, please do contact our Enrolment Team via email at **enrolments@unswcollege.edu.au** before the deadline of the change program application.

Can I Drop a Course?

If you wish to drop a course **before Census Day** (Friday of Week 4), you may do so via your Student Portal (Subject Enrolment Form) although please note, international students need permission to drop a course before **Census Day** and must demonstrate Compassionate & Compelling circumstances, due to student visa requirements.

Please email: **DiplomaEnquiry@unswcollege.edu.au**

Once you have received permission, you can drop the course.

Domestic students can drop a course but, should also do so before **Census Day** to avoid financial or academic penalties.

If you wish to drop a course **after Census Day**, you do not require permission. Please be aware of the financial penalty and potential academic penalty that may apply after **Census Day**.

What Is a UoC?

The academic structure is based on Units of Credit (UoC). Every course in the UNSW College Diploma program has a UoC value. Program requirements are partly defined in terms of the completion of a specified number of UoC. The following table outlines the units of credit for each course offered in the Diploma program.

Course	UoC
AELC1301	4
AELC1302	1
AELC1303	1
AELC1304	6
All other courses	6

1j How to Enrol & Register in Your Diploma Course on the UNSW College Student Portal

Go to the Current Student website and click on the Quick Links page:

https://my.unswcollege.edu.au/quicklinks-after/

Make sure to select "College Diploma Programs" to view the quick links relevant to your program, and then select the Self-Enrolment Guide and follow the steps.

If you have any trouble accessing the Student Portal, please email your zID and a screenshot to

Helpdesk@unswcollege.edu.au

The Self-Enrolment Guide also directs students with simple steps to build your timetable.

If you have any questions or difficulty to select your classes due to a timetable "clash", please email your zID

and timetable issue to **DiplomaEnquiry@unswcollege.edu.au**

Diploma &
Pre-Masters Student

Self-Enrolment Guide

UNSW College
Building L5, 223 Anzac Pde
Kensington NSW 2033

UNSW College

2 Grading System

Students are allocated a mark out of 100 for each course except the Communication and Academic Literacy course. Marks are representative of letter grades according to the UNSW grading scheme outlined in the table below. All discipline-specific Diploma courses have the same number of units (6 UoC).

Overall 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.

UNSW Diploma Mark to Grade Conversion		
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 to be eligible for their UNSW College Diploma. Failing a course will alter your study path because some courses have pre-requisites and/or co-requisites.

Note: since all discipline-specific diploma courses have the same number of units (UoC), your WAM during the Diploma program is merely the average of all your marks.

Grade Description for the Communication and Academic Literacy course/s:

Course	Possible Grades	Description
Check you Course Outline for details.	SY	Satisfactory
	FL	Fail

In order to pass this course and be eligible for the Diploma award, students must achieve a 'Satisfactory' grade.

IMPORTANT: Disclaimers for Diploma Progression to UNSW

Diploma of Business students must achieve a Satisfactory Grade (equivalent to IELTS 7.0) for the Communication and Academic Literacy course and a minimum pass for all other courses (with an overall average of 60%), to progress to Second Year of the Bachelor of Commerce at UNSW.

Diploma of Computer Science, Engineering or Science students must achieve a Satisfactory Grade (equivalent to IELTS 6.5) for the Communication and Academic Literacy course and a minimum pass for all other courses to progress to Second Year of the relevant degree program at UNSW.

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 Diploma 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 or Risk Level 3. Students will be required to Show Cause 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: **https://www.unswcollege.edu.au/about/policies**

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?		
• Student has not submitted work • Failure of a diagnostic test, or early assessment. • Failing a single course.	• Not submitting work repeatedly • Failing more than half the courses/subjects in a single term. • Failing Diagnostic Tests or early assessments. • Mid-Program or Term 1 GPA<6.5 • Failing a course twice	• Failing a subject twice. • Failing more than half of all subjects in a program or study. • Student is now facing Suspension or Exclusion and **must show cause**.
COLLEGE SUPPORT OFFERED:		
Study Club UNSW Study Skills workshops Weekly Teacher Consultations Wellbeing Support Student Progress Adviser Meetings		

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 pre-requisite 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.

• The time it will take to finish your Diploma 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, visa length and commencement in the Second Year of your Bachelor program (if applicable).

• Your Confirmation of Enrolment might be cancelled if you fail to enrol in the current term, and no approved program leave is received. If you have enquires about your Confirmation of Enrolment, please contact UNSW College Enrolment Team: **enrolments@unswcollege.edu.au**

• You are not allowed to take more than the maximum number of courses per term (max is 19 UoC).

• It is your responsibility to know which courses you are enrolled in and to go to the correct classes.

3 Assessment & Diploma Award

The Diploma is a UNSW College qualification. To be eligible for a Diploma and progress to an undergraduate degree at UNSW, you must achieve **ALL** of the following:

STEM Diplomas (Science, Engineering, Computer Science)

Pass all courses associated with the Diploma. This means:

1. You have to achieve a minimum of 50% in your discipline-specific courses.

2. You have to pass the Communication and Academic Literacy course (either CAL 1, 2, 3 or CAL 4) - check your Course Outline for the requirements to pass each component of the course.

Diploma of Business

Pass all courses associated with the Diploma. This means:

1. You have to achieve a minimum of 50% in your discipline-specific courses.

2. You have to pass the Communication and Academic Literacy course (CAL 1, 2, 3 or CAL 4) - check your Course Outline for the requirements to pass each component of the course.

3. To directly articulate to Second Year of the Bachelor of Commerce degree you need to achieve an average mark across your academic courses of 60%.

Diploma of Architecture

Pass all courses associated with the Diploma. This means:

1. You have to achieve a minimum of 50% in your discipline-specific courses.

2. You have to pass the Communication and Academic Literacy course (CAL 1, 2, 3 or CAL 4) - check your Course Outline for the requirements to pass each component of the course.

Diploma of Media & Communication

Pass all courses associated with the Diploma. This means:

1. You have to achieve a minimum of 50% in your discipline-specific courses.

2. You have to pass the Communication and Academic Literacy course (either CAL1, 2, 3 or CAL 4) - check your Course Outline for the requirements to pass each component of the course.

4 UNSW Library Guide

Getting Started at the UNSW Library

As a UNSW College Diploma 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 for Diploma students 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 International Students Under 18 Years of Age

The Diploma Program has policies with regard to the minimum age of students accepted into the Program, for the issue of provisional offers, and for the approval of care and welfare arrangements for students under the age of 18.

International Students Under 18 Years of Age

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:

1. 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

2. 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

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.

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

6 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 behavior 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 are required to attend over 80% of all scheduled classes. Your attendance will be recorded.

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 examinations or other forms of assessment have been missed, then you should apply for Special Consideration using the **Request for Special Consideration Due to Illness or Misadventure Form** 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:

• Your academic progression is reviewed at the end of Terms 1, 2, 3

• 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 Diploma 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 Diploma 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.

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 (see Part 9 of this Handbook).

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 the UNSW College Diploma 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 to a Diploma Program, 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**

Students may be expected to attend exams in person. Email communication will be sent to students prior to exams to confirm. Students are expected to check their email and attend in-person if required.

Rules for Examinations and Formal Assessment Tasks*

*In this document the full term "examinations and formal assessment tasks" is abbreviated to "examinations"

Examinations in all subjects are conducted in accordance with the following rules and procedures:

1. Students must obey any instruction given by an examination supervisor for the proper conduct of the examination.

2. Students must present their student identification card at all examinations and leave this on their desk for the duration of the examination.

3. Students must be seated in their allocated place in the examination room no less than 15 minutes before the scheduled commencement time.

4. If students arrive more than 30 minutes after the scheduled commencement time they will not be admitted to the examination room.

5. Students are not permitted to leave the examination room during the first 30 minutes or the last 30 minutes of the examination.

6. Students must not use a calculator, translation dictionary or computer during reading time.

7. Students should not leave their seat for any reason without permission.

8. If students do leave the examination, they will not be re-admitted unless, during the full period of their absence, they have been under approved supervision. No toilet breaks allowed in the first half hour or the last 10 minutes.

9. All answers must be written in English unless otherwise stated.

10. Authorised materials: students are permitted to take pens, pencils, rulers and erasers into the examination room but are advised that all answers must be written in pen, except where expressly required. Pencils may be used only for multiple choice answer sheets, drawing, sketching or graphical work.

11. All exam booklets and papers must be returned to the examiners. No exam booklets or papers may be removed from the exam room.

12. Students are not permitted to smoke or eat during examinations. Students may bring their own water in an unmarked, transparent water bottle with no label.

13. Students must not by any improper means obtain, or endeavour to obtain, assistance in their work; give or endeavour to give, assistance to any other candidate; or commit any breach of good order.

Moodle-Based Examinations

Students will need a notebook or laptop to complete Moodle-based examinations. Students will need functioning headphones (Bluetooth or wired) to complete exams containing audio.

Unauthorised Material

Students must not use any unauthorised materials during examinations. Examples of unauthorised materials are bags, motorcycle helmets, hats, caps or other headwear, calculators other than the approved one provided at enrolment, watches, electronic dictionaries, or word finders, writing paper, notes, manuscripts or books, pencil cases, food, cigarettes, music players, etc.

Mobile Phones

Students may bring a mobile phone to their examination workstation, but it must be switched off and placed under their seat during the examination. Students can only use their phones to authenticate their Moodle account under an invigilator's supervision. Students must not forget to take it when they leave. Use of a mobile phone or any other electronic communication device during examinations may be regarded as serious academic misconduct.

Use of Electronic Equipment

Students are required to use an approved calculator They must bring this calculator to examinations where a calculator is allowed.
Do not bring any other calculator to the examination.

Breach of Rules

If a student commits any infringement of the rules governing examinations, they may be liable to disqualification at the particular examination, to immediate expulsion from the examination room and to further penalty as may be determined by the UNSW College Academic Misconduct Committee.

Failure to Attend Examinations

If you are unwell, or experience a misadventure (accident, IT issue, an event beyond your control) which impacts your ability to attend and complete an exam, you should apply for Special Consideration using the form located here:
https://my.unswcollege.edu.au/forms/

You will be expected to support your Special Consideration request with medical evidence, or other compassionate and compelling evidence. If you are unsure about what constitutes as acceptable evidence, please review this:
Student Guide to Special Consideration

Special Considerations Affecting Examinations

If you are unavoidably absent, or you believe your performance during an assessment and/or examination has been adversely affected by sickness, serious family concerns or any other reason, you must apply for Special Consideration using the Request for Special Consideration Due to Illness or Misadventure on the Current Students Website Forms page here:
https://my.unswcollege.edu.au/forms

Again, the application should be made three days before the assessment and no later than three 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

The application for consideration of illness/misadventure is evaluated. In most cases one of the following actions is taken:

1. The application is noted, but no further action taken; if they are absent from the examination, a mark of zero, or an Unsatisfactory-Failure grade is given.

2. Other assessment components are re-weighted at the end of the course, to arrive at a final grade.

3. A supplementary examination is given.

Supplementary Examination

1. A supplementary examination is only given for fully documented and compelling reasons, such as serious medical problems. It is not given merely to resolve borderline performance.

2. A supplementary examination will not normally be given in cases where a student has a poor performance or attendance record or has failed to complete other assessment components in any course.

3. The format of the supplementary examination may differ from the original.

4. Before an offer of a supplementary examination is made, you may be required to attend and perform satisfactorily in an oral test in the subject area.

You should note:

1. The lodging of an application for consideration of illness/misadventure does not guarantee that a supplementary examination will be given.

2. It is your responsibility to be contactable by phone and/or email to discuss the possibility of a supplementary examination. You have to be available to take the supplementary exam as soon as your Medical Certificate expires.

3. Any supplementary examination will usually take place within or soon after the advertised examination period. It is your responsibility to be available during this period. Travel bookings, holiday plans or employment obligations are not acceptable reasons for absence from any examination.

Calculation Check of Final Exam Marks

For quality control, exams are marked by multiple teachers to ensure a panel approach to each paper, to try and avoid individual errors. Marks are then checked multiple times to ensure results are calculated correctly.

However, if you believe your exam marks have not been calculated correctly, you may request a review of that calculation. The calculation check is not a remark of your submission but a search of accuracy of mark entry and calculation. The request for a calculation check of final exam marks will advise the Student of the outcome, with either a change or no change to final results. Students may apply for a calculation check after they receive their Statement of Final Results. The application can be made within 5 working days from the day results were published. To make an application students should use the **Calculation Check of Exam Marks** form located on the Current Students Website **Forms** page.

Note:

• Students must make sure they are present at all scheduled examinations and assessment tasks.

• Misreading the timetable is not an acceptable excuse for lateness or failure to attend.

• Some courses include other forms of assessment such as laboratory work, projects, tutorial exercises, assignments, presentations or tests.

• Students must make sure that they have completed all the required forms of assessment.

• It is not an excuse that they failed to attend a lecture or class where instructions or work were given or did not consult the relevant email message, or website notice.

• Penalties will be applied for late submission of assignments.

• Students may request a Calculation Check after Term 1 for subjects which are completed after the first term.

Equitable Learning Plans and Education Adjustments

Equitable Learning Plans are customised educational strategies that are designed to meet the unique needs of students who have disabilities or neurodivergent conditions. The goal of an Equitable Learning Plan is to ensure that the student has access to educational materials, activities, and opportunities that allow the student to participate in the classroom and complete assignments; and offers support to help the student develop skills and strategies needed to overcome any barriers to learning.

Plans for students may include:

• In-class support

• Examination and submitting assessments

• Use of assistive technology

• Referral to other support services

Plans are prepared based on the medical documentation you provide and a discussion about the impact of your condition(s) have on your studies.

Eduactional Adjustments are designed to reduce or eliminate barriers that could be reasonably altered for students, if considered possible and reasonable within a course. Some examples include modifying class participation requirements or taking exams with a smaller group of students to minimise distraction.

Keep in mind that some adjustments may not be acceptable in the context of course requirements. In these situations, students and faculty should contact ELS at **els@unswcollege.edu.au** to facilitate the identification of mutually acceptable access.

To learn more about this service or to register for support, please click here.

Academic Integrity

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.

1. Principles

a. Academic integrity is an overriding core value, permeating all aspects of UNSW College's academic operations and activities.

b. Academic integrity is founded on honesty, truthfulness, trustworthiness, openness, transparency, fairness and respect in the conduct of all academic and scholarly activities.

c. The characteristics on which academic integrity is founded underpin integrity more broadly, across all of UNSW College's operations and activities.

d. 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.

e. 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.

f. 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.

g. Academic integrity is supported, and opportunities for breaches of academic integrity are minimised, through the policies and procedures framework, through the appropriate design or courses and assessment items, through assessment standards, through the modelling of appropriate behaviours, and through staff and Student Support systems.

h. Academic staff have opportunities for professional development in which their understanding of academic integrity issues, including how to mitigate the risk of academic integrity breaches, is enhanced.

i. Improving and enhancing students' understanding of academic integrity issues is a key feature in their orientation and in their initial courses, and is consolidated through continuing education regarding academic integrity and the behaviours it requires.

j. Academic staff and professional staff model academic integrity, including in course delivery, course materials, setting assignments and exams, grading, assessment extensions, admission and credit decisions, reviews and appeals.

k. Allegations of breaches of academic integrity will be dealt with expeditiously, and their investigation will be fair, transparent, accord with principles of natural justice, and appropriately respect the privacy of those involved.

l. A breach of academic integrity may be characterised as academic misconduct and dealt with under policies and procedures relating to misconduct.

m. UNSW College's response to a student's first breach of academic integrity will be more educative than punitive.

2. Behaviours

Application of the principles above identifies a range of behaviours as breaches of academic integrity. Some key examples to help in understanding the principles:

a. Plagiarism, which is submitting work that is not one's own as if it is one's own, and without acknowledging, citing or referencing the original source of the work.

b. Recycling, which is submitting work that is one's own, but which has already been assessed, and failing to clearly indicate this.

c. Fabrication, which is making up information, such as experimental or interview data, inventing sources of data, citing publications that one knows, or reasonably should know, to be incorrect or that don't exist.

d. Collusion, which is engaging in illegitimate cooperation with other students to complete assessment tasks that are meant to be done individually.

e. Cheating in exams, such as by writing notes on one's body or materials taken into the exam room, copying from other students, communicating with other students or people outside the exam room while the exam is in progress, using electronic devices to access information related to the exam while the exam is in progress, or bringing prohibited items, such as unapproved calculators or textbooks into the exam room.

f. Contract cheating, which is illegal commercial cheating where one pays someone else, or one accepts payment from someone else, to complete part of or all of an assessment item.

g. Offering bribes or inducements to gain an academic advantage, and accepting bribes or inducement to give an academic advantage.

h. Providing false information or fraudulent documentation, such as academic transcripts and medical certificates, to gain an academic advantage.

3. Promoting Academic Integrity

UNSW College is committed to promoting academic integrity through a variety of proactive and pre-emptive strategies and actions, including:

a. Providing clear, comprehensive and easily accessible information regarding academic integrity requirements, behaviours that are breaches of academic integrity, mechanisms used for detecting breaches and the potential academic and personal consequences of such breaches.

b. Providing online modules that educate students regarding academic integrity requirements and the avoidance of academic integrity breaches, and including examples of academic work exemplifying academic integrity and examples where it is breached.

c. Ensuring that students admitted to programs of study meet the academic and English language proficiency requirements for those programs.

d. Emphasising the importance of academic integrity in student orientations, at the commencement of teaching for each subject in a particular teaching period.

e. Encouraging students who are concerned that they do not understand academic integrity requirements to seek advice from relevant UNSW College staff.

f. Resourcing appropriate levels of academic, English language and well-being support for students.

g. Requiring students to make a declaration with each assessment item submitted, including examinations, that they have not breached academic integrity requirements.

h. Providing clear and timely feedback to students in cases where they have breached academic integrity requirements, taking care to explain the nature of the breach and how it could have best been avoided.

i. Ensuring teaching staff model academic integrity in their teaching practice, taking care to clearly cite and reference sources in presentations and in teaching materials, and regularly reminding students of the importance of academic integrity and related values.

j. Fostering a learning environment based on mutual respect and trust between teaching staff and students.

k. Ensuring that assessments are set using methods that are relevant, valid, fair and appropriate to each course and that accord with good practice in the higher education sector, including regular variation of assessment questions, use of authentic assessment tasks, face-to-face assessment tasks, and in-class assessment tasks.

4. Detecting Breaches of Academic Integrity

Breaches of academic integrity may be detected in various ways, including through:

a. The use of data matching software or web search engines to identify, for example, use of unacknowledged sources, copying and collusion, use of the same content, in whole or in part, in different assessments.

b. Markers noticing unacknowledged sources, unusual similarities between assessment items submitted by different students or unusually high levels of competence relative to the norm for a student's program level.

c. Checking sources cited in assessments to verify authenticity.

d. A student's marks not being consistent across similar courses or between different modes of assessments.

e. Reporting of alleged breaches of academic integrity by students or other members of the UNSW College community.

f. Teaching staff talking with colleagues about the performance or behaviour of particular students.

5. Breaches of Academic Integrity: Investigation and Consequences

A breach of academic integrity is a serious matter and UNSW College's approach to investigating alleged breaches and the imposition of penalties reflects this, as follows:

a. An investigation of an alleged breach will not be commenced unless there is some evidence that a breach has occurred.

b. Investigations of alleged breaches will be fair, transparent, evidence-based, consistent with the principles of natural justice, and in particular provide the person concerning whom the breach is alleged with an opportunity to respond to the evidence or explain what they believe occurred.

c. A student responding to an alleged breach is entitled to access UNSW College's standard support services during an investigation.

d. Allegations will not be substantiated unless the evidence considered in the investigation demonstrates a high probability that a breach of academic integrity has occurred.

e. There will be provision to appeal a decision that there has been a breach of academic integrity and to appeal any penalty imposed, as indicated in the Academic Integrity Procedure and the Student Review and Appeals Policy.

f. UNSW College's approach to initial breaches of academic integrity is educative provided that they are not of a high level of seriousness, such as engaging in contract cheating or impersonation in an examination.

g. Penalties imposed for breaches of academic integrity will be calibrated to the seriousness of the breach, to any extenuating circumstances that might exist, and to the frequency and seriousness of any prior breaches of academic integrity.

h. Penalties imposed may include:

i. the resubmission of an assessment with a mark penalty,

ii. undertaking a substitute assessment with a mark penalty,

iii. a zero mark for the assessment, possibly resulting in a failing grade for the relevant course,

iv. a failing grade for the course,

v. suspension from UNSW College for a prescribed period,

vi. expulsion from UNSW College, or criminal charges.

9 Practical Components in Science, Engineering & Computer Science

Rules and Procedures for Laboratory Components

General Information

• All students must attend all Laboratory classes throughout the program, and must arrive punctually at the scheduled commencement time for each Lab class or they may be denied entry.

• Attendance of Laboratory classes is an essential component for gaining a 'Pass' in a course. Should a student's attendance fall below the minimum requirement stated in the relevant Course Outline, the student will not be granted a 'Pass', even if the student's final course mark is above 50%.

• Students are expected to prepare for each laboratory class by completing any required pre-lab work, being familiar with the related theory, and having a good idea of how to complete the practical work.

• Students are expected to be aware of, and understand the safety concerns relating to each practical and are expected to act in accordance with these.

For detailed information about the practical requirements for each course, please refer to your Course Outline and Laboratory Manual, where relevant, which is located on your Course Moodle page.

10 Personal Electronic Device Guidelines for Students

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 battery life between charges. Many of our offsite exam venues do not have charging stations or access to power outlets.

Selecting the Right Device

You will need a suitably equipped laptop and headphones for all study activities. Some courses require additional devices such as a stylus or tablet. Smart phones are not suitable for accessing online learning or participating in online exams.

Learning Activity	Device Suitability		
	Required		Optional
	Laptop with stylus or Laptop with separate tablet[1]	Laptop/Notebook[2]	Tablet
Simple web-based tasks	🟢	🟢	🟠
Short writing tasks	🟢	🟢	🟠
Writing tasks	🟢	🟢	🟠
Handwriting and sketching	🟢	🟠	🟠
Longer writing tasks	🟢	🟢	🟠
Complex or specialised tasks	🟢	🟢	⚫
Online exams	🟢	🟢	⚫

[1]Diploma of Computer Science, Diploma of Engineering and Diploma of Science students require a laptop with a stylus, or (in addition to their laptop/notebook), a suitable writing tablet with a stylus (e.g. small Wacom, model number CTL-472/K0-CX, which is compatible with PC Windows 7 or newer and Mac OSx10.10 or newer).

[2]Required for all other programs (excluding Diploma of Computer Science, Diploma of Engineering and Diploma of Science students).

[3]Tablets and Smart Phone devices are not appropriate for online exams or for any Design Courses.

Key:
🟢 Recommended for this activity   🟠 Might be suitable for some students and some activities   ⚫ Not suitable

Need assistance?

Please speak with us if you need any support with your electronic device requirements. We do offer students who are not able to provide their own device with device loan support.

Students should contact **enquiries@unswcollege.edu.au** for details.

Using Information Technology Resources

For quick access to your Moodle, Student Portal, Academic Calendar, and other important information and links, please go to: **https://my.unswcollege.edu.au/**
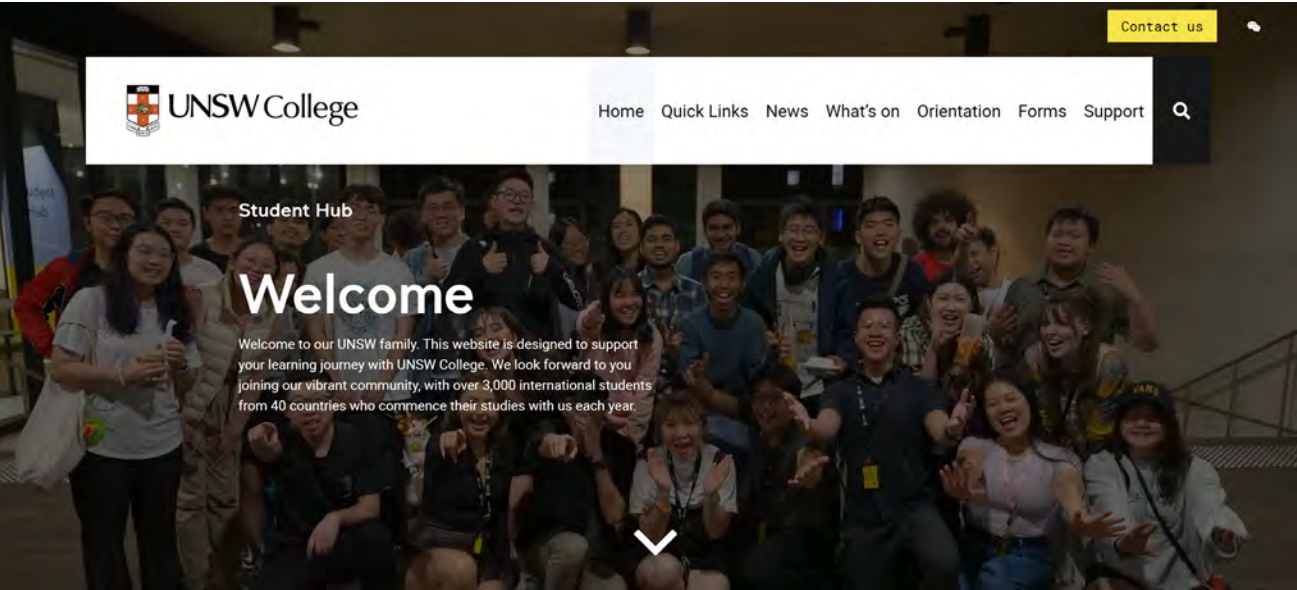
If you experience any IT Issues including connection issues or with your device, please immediately contact UNSW College IT Helpdesk: **helpdesk@unswcollege.edu.au**

Make sure you include your zID, full name, description and a screenshot of the issue for a faster response.

UNSW College Diploma Program Attendance Monitoring Procedure

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

2. Students 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.

3. If students miss between 1 – 5 days of classes, they must complete an Explanation of Absence Form while informing their teacher. Or if students miss more than 5 days of classes, they must complete a Leave of Absence Form instead and submit for approval from the Head of Programs or Academic Head. The form is located on the Forms page of the Current Student Hub website: **https://my.unswcollege.edu.au/forms**

4. Students 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 from a health service provider from AHPRA registered practitioners.

5. 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**

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

7. 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.

Rules for Repeating

In order to be eligible for the Diploma award, students must successfully complete (Pass) all courses required for their Specialisation.

If a student fails a course twice, or fails more than half their subjects in a single term, or more than half of their subjects across the whole program, they will have to **Show Cause**; provide compelling or compassionate evidence as to why they should be allowed to remain in the program.

Pre-requisite Courses

Some courses have one or more pre-requisite courses. A pre-requisite course is a course that must be successfully completed BEFORE a student can enrol in the course that requires the pre-requisite. If a student fails a pre-requisite course, then the student cannot enrol in the course that required the pre-requisite until such a date, where they have passed the pre-requisite course.

Co-requisite Courses

A co-requisite is a course that needs to be taken at the same time (or prior to) as another course which requires the co-requisite. If a student fails the co-requisite course but passes the course that requires the co-requisite, then the student will receive credit for the course that required the co- requisite. The student will have to repeat the co-requisite at the next possible opportunity.

Pre-requisite and co-requisites are outlined in the Course Matrix for each program.

Release of Academic Results

1. Your results for each term are released before the following term on the Student Portal. You will receive an email notification when your results have been released.

2. Once you have successfully completed all Diploma courses and met the requirements for your Diploma program, you are ready to move into Second Year and enrol in your courses for the next 3 terms. Note that you will not receive an offer letter from UNSW at any stage.
   Note: If you are graduating, attend the **Second Year Enrolment Information Session** at the end of your last Diploma term in order to learn about important things when building your bachelor Study Plan. Check the Diploma Hub for an announcement near the end of term.

3. You will receive official digital copies of your UNSW College Diploma Testamur and your official transcript via My eQual. You will receive registration details for your personal My eQuals account during your program.

Note:

• Academic Results will be withheld if there are outstanding tuition fees, debts or fines (e.g. from UniLodge or other accommodation providers, UNSW Library).

• Academic Results, as well as details of student involvement, attendance and progress in the program, may be provided to a parent, guardian or sponsor for students under 18 if specifically requested, or if there is reasonable concern for the health, welfare or academic progress of a U18 student in the program.

Withdrawal From a Course & Refund of Fees Policy

Withdrawal and Refund of Fees

1. If a student wants to withdraw from a program prior to commencement, they must submit a completed Application to Withdraw Form located here: **https://my.unswcollege.edu.au/forms/** and include supporting documentary evidence. Some examples of acceptable documentation are listed below:

   a. Visa refusal letter issued by Department of Home Affairs (DHA);

   b. Evidence of failure to meet the required English levels through IELTS (or similar) test results, or high school results (or similar) in cases where the academic requirements have not been met; or

   c. A medical certificate or letter from a registered medical practitioner, psychologist, counsellor or other appropriate professional supporting compassionate circumstances.

2. UNSW College will process refund in accordance with the UNSW Student Fee Policy here: **https://www.student.unsw.edu.au/fees/policy**

Reducing Your Study Load

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 (18/19 UoC per term), you need to apply 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 beyond your control and 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.

Other Academic Reasons

Core Course/s Not Available
Courses you require for your Program or Major are not offered and no other courses (General Education, electives) are available to maintain a full enrolment.

Do Not Meet Pre-Requisite Requirements or Program Rules
The Diploma Program is unable to offer a pre-requisite course, or you have failed a pre-requisite course/s and therefore are unable to progress with your Study Plan.

Note:
You do not need to apply for a reduced study load if you are dropping a course with an Academic Penalty (AW) grade after Census Date.

Table 1. Withdrawal from a Course (Dropping A Course) – Academic and Fee Implications						
Deadline	**Explanation**	**Grade**	**WAM**	**Academic Standing**	**Academic Transcript**	**Fees**
1 Census Date **(FRIDAY OF WEEK 4)**	No academic record impact. Student may withdraw without Financial Liability.	None	Not included	Not included	No grade shown (Course not included on Transcript)	Refunded in full.
2 After Census Date but before Academic Withdrawal date. **(FRIDAY OF WEEK 7)**	Academic Withdrawal without permission – no academic impact.	**NF** grade (no fail)	Not included	Not included	No grade shown (Course not included on Transcript)	Student is liable for fees.
3 After Academic Withdrawal date, on or before the Late Academic Withdrawal date. (last official day of teaching in the relevant Teaching Period, i.e. **FRIDAY OF WEEK 12**)	Academic record impact. Grade is shown on transcript. Student may withdraw without permission.	**AW** grade (academic withdrawal)	Not included	Included	AW grade shown (Course included on Transcript)	Student is liable for fees.
4 After the last day of teaching of the relevant Teaching Period. **(AFTER FRIDAY OF WEEK 12)**	Academic record impact. Student may not apply for Academic Withdrawal (AW grade).	Finalised grade confirmed by Course Authority.	Included	Included	Final Grade and mark shown. (Course included on Transcript).	Student is liable for fees.
5 After Census Date and up to one year after the term or semester in which the student was enrolled.	Academic record impact. Student may apply withdraw without Financial Liability (and, by extension, Academic Withdrawal). Must satisfy HESA criteria.	**PW** (Permitted withdrawal)	Not included	Included	The PW grade will not be shown on an academic transcript. It will re-main on an academic statement.	Student is not liable for fees

15 Program Leave

The Diploma is a full-time program. Only in exceptional circumstances which must be approved by UNSW College's Head of Programs, may students apply to take program leave of up to one year.

For Diploma International Students

Under Commonwealth Legislation, UNSW College is required to notify the Australian Government Office of changes in the enrolment of student visa holders. Cancellation and leave of absence (program leave) will in most cases lead to the cancellation of your student visa, and you will be required to depart Australia, or transfer to another visa type. Provided that you report to the Australian Government Office as required, your visa cancellation should be 'without prejudice', and should not prevent you from reapplying in the future. In all cases, student visa holders granted leave by UNSW College must report to Immigration authorities to clarify their visa status.

To connect with a **Student Progress Adviser** about program leave email your zID and program leave enquiry here:
academicprogression@unswcollege.edu.au

16 Student Complaints & Appeals Process

Complaints

Students should refer to the Student Grievances and Complaints Policy.

UNSW College is committed to delivering a high standard of education and training services to all of its students. One way that UNSW College fulfils this commitment is by ensuring that all students (both domestic and international) have access to a robust and fair complaints handling process. Students can lodge any complaint via the Complaint Form.

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

Stage 1: Informal Complaint Process

You are encouraged to attempt to resolve issues that arise informally, by contacting either the original decision maker, Student Enquiries or a Student Wellbeing Adviser. 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

Appeals

Students should 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 2: Formal Request for Reconsideration

If the Stage 1: Informal Complaint Process does not resolve the complaint, you may begin the Stage 2: Formal Request for Reconsideration.

You can:
1. Use the Student Appeal Form - Stage 2: Request for Formal Consideration to start the appeal process.
2. Find this form on the Forms page of the Current Students Website: https://my.unswcollege.edu.au/forms.

We will:
1. Have the Conduct and Integrity Team will review your appeal and respond to you within 5 working days. All Stage 2 appeals aim to be resolved within 10 to 20 working days.

Examples of informal complaints include:
- Incorrect issuing of intention to report
- Refusal to issue a release letter
- Refusal to change stream
- All unresolved informal complaints
- Refusal of repeat request
- Bullying and harassment
- Decision to cancel enrolment
- Refusal to issue a refund
- Refusal to allow leave of absence

Stage 3: Internal Appeal Process

If you wish to appeal the outcome of a Stage 2: Formal Request for Reconsideration, you may submit a Stage 3: Internal Appeal Form located on the Forms page of the Current Students Website: https://my.unswcollege.edu.au/forms. Stage 3 appeals may be received by the UNSW College Appeals Committee.

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

You must:

1. Use the Stage 3 Internal Appeal Form if you are appealing an Intention To Report notification.

2. Submit new supporting evidence with your Stage 3 Appeal..

We will:

1. Have the UNSW College Conduct and Integrity Team will acknowledge and review your appeal within 5 working days and aim to provide an outcome within 10 to 20 working days.

Stage 4: External Appeal Process

Students can choose to appeal externally 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 complaint or find out more information please visit the National Student Ombudsman website. National Student Ombudsman - Department of Education.

If you commence an external appeal you must alert the College Conduct and Integrity Team and the College Enrolments Team so that your enrolment is maintained throughout your appeal process.

Email: complaintsandconduct@unswcollege.edu.au and enrolments@unswcollege.edu.au.

17 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 1/3 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.

UNSW College Policies

Students can access all of UNSW College's policies here:
https://www.unswcollege.edu.au/about/policies

Section Three

Student Life, Student Support & Student Safety

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 all students 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 one's interests. Further, Arc provides excellent resources to students, 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.

Leadership Opportunities

To complement your academic journey, UNSW College offers a range of leadership opportunities for students to develop their personal capabilities. These include:

1) Student Representative Council (SRC)
The SRC is a peak representative body of approximately 10 students across various UNSW College programs. The SRC meets weekly to consult on student matters, planning campus events and experiences designed to promote student engagement and participation. As a SRC member, students will learn to collaborate together to deliver campus events, as well as develop interpersonal development skills, presentation skills, communications and marketing, and social media.

SRC recruits new students three times per year. Applicants are encouraged to apply with their CV and cover letter to src@unswcollege.unsw.edu.au

Successful candidates will be invited to participate in an interview with fellow SRC members, and Student Experience team staff members.

2) Student Volunteers
Student volunteers play an integral role in supporting new students during Orientation and also help with running events and activities on campus. They support students with campus tours, making new friends, and providing general advice to new students to help them settle into their studies. Interested students can contact volunteers@unswcollege.edu.au to get involved in the program and help others.

3) Student Internships
The paid internship program is a valuable opportunity for current students who are wishing to gain work experience and build their professional profiles whilst studying at the College. It is a maximum term of 3 months program that cover four different disciplines:

- Events
- Communications
- Customer Service
- Social Media Marketing.

Interested students are encouraged to email their CV and cover letter to intern@unswcollege.edu.au to apply for the roles.

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.
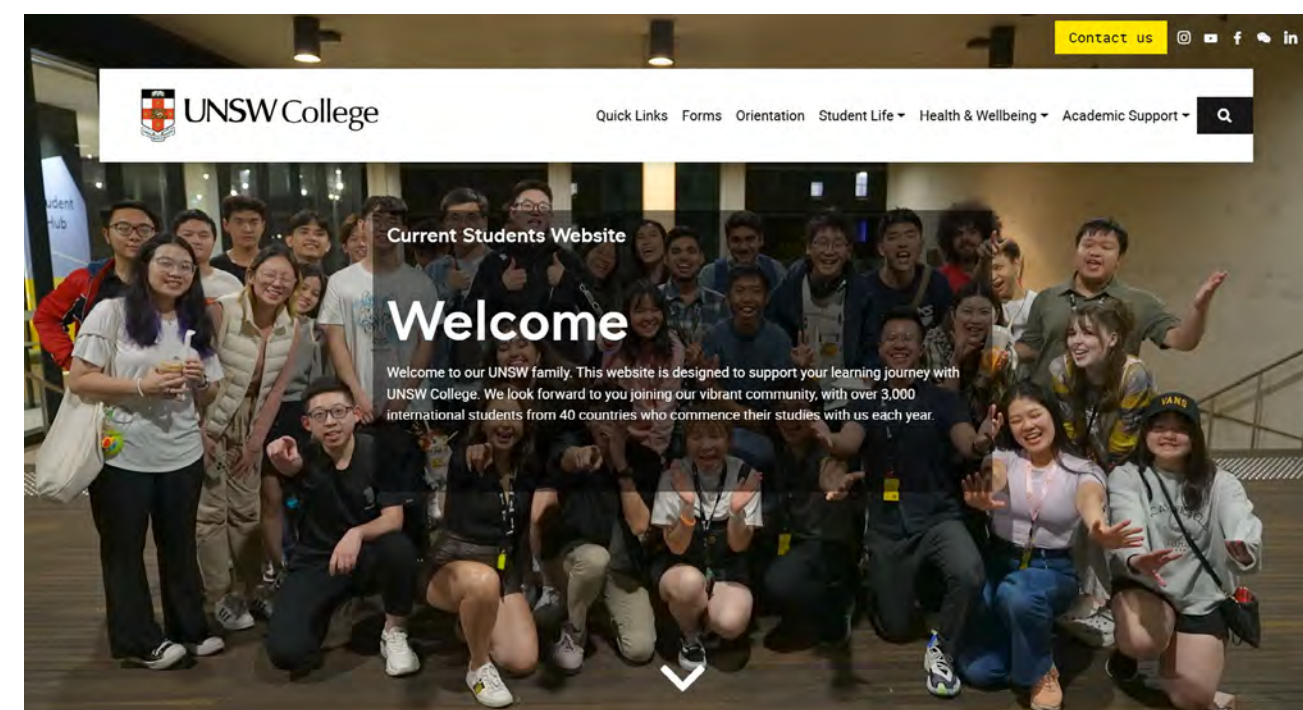
Student Engagement

Our Student Life Officers are here to help you get the most out of life outside the classroom. They arrange activities including sport sessions, organised trips, meet and greet sessions, and Study Club.

Student Life Officers also organise volunteer opportunities you can get involved in.

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.
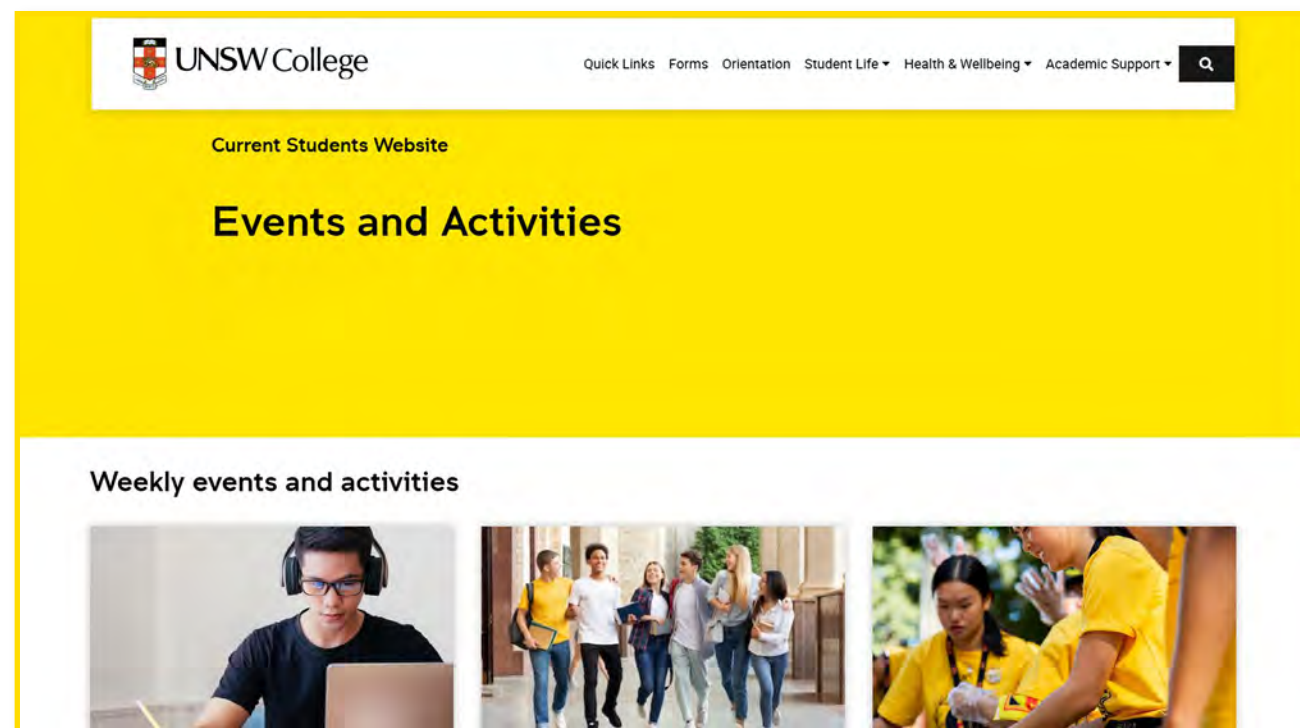
19   Academic Support

Academic Advice

If you wish to discuss your overall progress, or want broader academic advice, either about your current program or your future degree, UNSW College Student Progress Team has well trained professional Student Progress Advisers who are available to meet you during business hours. It is easy to make an appointment with a Student Progress Adviser. You can book a free, confidential appointment here: https://outlook.office365.com/owa/calendar/ProgressBookHeretoMeetWithanAcademicAdviser@unswcollege.edu.au/bookings/. You may wish to meet a Student Progress Adviser to discuss academic support options, program leave, or your degree options when you complete your Academic English Program.

Academic Support

1. Teachers
Your teachers are always your first point of contact if you need academic advice or support with your course work. Teachers make their email contact details readily available on each page of your online learning platform and you can connect with them if you have questions about your work. They will respond promptly.

2. Study Club
In addition to teachers' support, UNSW College offers Study Club. Study Club is a social study space that is open to all UNSW College students who are looking for some academic assistance. Led by Peer Leaders who aced their own subjects with a refined productive routine, you can learn from the best of the best to deepen your understanding of course content, boost comprehension and communication skills, and develop personalised study strategies. You can read more about Study Club and see the days and times it is offered on the Current Students Website: https://my.unswcollege.edu.au/study-club.

3. Academic Skills Workshops
Both UNSW and UNSW College offer workshops targeting academic skills. These run throughout the year and students will be emailed when they become available. We recommend that students attend academic workshops relating to academic skills development, managing studies and exam workshops.

20 Student Support (Welfare)

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 students. Student Wellbeing Advisers provide direct support to students, 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 student's studies. Below are some examples of main areas of support:

- Settling in issues
- 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 and exam 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://outlook.office365.com/owa/calendar/BookYourAppointmentWithaStudentAdviser@unswcollege.edu.au/bookings/

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.

21 Equitable Learning Support

If you have a disability, learning difficulty or experiencing health/mental health issues and require individual support while you study with us, 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 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 **Equitable Learning Plan (ELP)**.

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 if appropriate 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 require individualised support due to disability 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 impacts my assessments or exams?
Support is available for students who require this in order to attempt and complete assessments and exams. Please contact our Student Wellbeing Team ahead of your assessments or exams so we can help with preparation for necessary adjustments.

22 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

- Helping you resolve any 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://outlook.office365.com/owa/calendar/
AccommodationSupportAppointmentBookingPage@
unswcollege.edu.au/bookings/

23 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:

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

If you have been issued with Confirmation of Appropriate Accommodation and Welfare (CAAW)
If 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.

Regular Meetings with Student Wellbeing Advisers:
During those meetings Student Wellbeing Advisers will discuss with students all matters related to their studies, their health and wellbeing, social life as well as accommodation. Those meetings are also opportunity for students to ask any questions or concerns they may have. Student Wellbeing Advisers can also make referral to other support services such as doctor or a counsellor. Student Wellbeing Advisers work closely with academic and student accommodation providers.

Accommodation Assistance:
Under 18 Students issued with CAAW can only stay in Accommodation approved by UNSW College. However, if students are not satisfied with their current accommodation or are experiencing any issues Accommodation Team can assist in resolving those issues and if required, assisting with changing accommodation.

Transition to UNSW Process:
Under 18 students who remain under 18 at the commencement of their UNSW Program will be provided with assistance with planning for the gap between programs, securing approved accommodation for the commencement of University as well as providing students with information regarding any seminars they need to attend before commencing at UNSW as an Under 18 students.

After Hours Emergency Support:
All Under 18 students can access support not only during business hours but also after hours. Students requiring emergency support after hours are advised to contact their accommodation provider emergency number. If the matter is serious Accommodation provider will contact UNSW College Student Wellbeing Staff who is On Call so comprehensive support can be provided to the student in need.

Liaising with Parents:
Student Wellbeing Advisers will liaise with your parents regrading important matters related to your course progress and attendance as well as any health and welfare related issues and accommodation matters. Parents wishing to contact Student Wellbeing Advisers should email:
under18@unswcollege.edu.au

Are there any specific rules Under 18 students who are issued with CAAW must follow?
Yes, students must follow a set of rules which have been put in place to support their safety and welfare. Those rules include things like time students have to return to their accommodation, rules about visitors as well as rules regarding attending regular meetings with Student Wellbeing Adviser. Those rules are discussed at Orientation and student's first meeting with a Student Wellbeing Adviser. It is important that you follow those rules. If you breach any of the CAAW rules your CAAW may be cancelled which may result in cancellation of your student visa.

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

24 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/seArch?in=sydney-NSW-2000	For a list of doctors in your area	All hours
DocBook	https://docbook.com.au/doctors/nsw/sydney		

If You Need Mental Health Support:

UNSW Students Mental Health Support (For Students in Australia)	Phone : 02 9385 54 18	For non urgent 24/7 Mental Helath 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

For Support if You Experienced Sexual Misconduct:

| National Sexual Assault and Domestic Violence Counselling Service | 1800 Respect, Call: 1800 737 732 | Support for people who experienced sexual assault or domestic violence | All hours |
| | You can also report sexual misconduct via UNSW reporting portal. Click here to report: https://www.unsw.edu.au/planning-assurance/conduct-integrity/gendered-violence/make-report | | |

If You Need Free Legal Advice:

| Kingsford Legal centre | Phone: 02 9385 9566 | Free legal advice for students | For appointment times click here: https://www.klc.unsw.edu.au/contact-us |

For information on scams

Scam Watch	www.scamwatch.gov.au/	For information about scams and to report a scam	All hours
UNSW Be Aware of Scams Website	https://www.student.unsw.edu.au/scams	UNSW website with information about scams - how to spot a scam, how to protect yoruself from scams and information about recent scams	All hours
UNSW College Protect Yourself from Scams Website:	https://my.unswcollege.edu.au/student-support/protect-yourself-against-scams/	UNSW College website with information on scams and how to protect yourself	All hours
UNSW Campus Seurity	Phone: 02 9385 6666 (emergency) or 02 9385 000 (for general enquiries)	To report a scam or seek advice	All hours
Police	In emergency call: 000 To report a scam visit your local police station	To report or seek assistance in an emergency	All hours

Useful Websites for International Students:

Department of Home Affairs	www.homeaffairs.gov.au/	Visa information	All hours
NSW Health	www.health.nsw.gov.au/	Information about government health services	All hours
Study NSW	https://www.study.sydney/	Information for international students regarding studying and living in Sydney. This website also provides information about support services available to international students	All hours
NSW International Student Health Hub	www.internationalstudents.health.nsw.gov.au/	Health relation information and links to other health services	All hours

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