



student handbook 2009



2009/2010

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Student Handbook 2009

This Handbook has been designed to assist you in your studies at PIBT. We hope that you enjoy your time with us, both as a student of PIBT and as a member of the ECU community.

This Handbook provides detailed information, links to PIBT's website, policies and guidelines plus external links to ECU and other websites.

For further information refer to:

PIBT's website - www.pibt.wa.edu.au

Student portal – www.pibt.wa.edu.au/studentportal

There are 3 symbols used throughout the Handbook:



Indicates there is an external web page i.e.
'For further information, visit [DIAC](#).'



Indicates the information is on PIBT's website i.e.
'Refer to [Attendance Policy](#) for further information.'



Indicates that a form is available via the student portal, or from PIBT's website under 'Forms and Publications'.

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Welcome Letter

On behalf of all staff, I would to extend a very warm welcome to the Perth Institute of Business and Technology.

At PIBT, we pride ourselves in taking a more personalised approach to your education, ensuring that the high quality standards of Navitas and Edith Cowan University are offered in a positive learning environment.

PIBT's smaller classes promote active participation in the classroom, and allow our lecturers to respond to individual student needs. Our aim is to provide the best possible opportunities for our graduates - to open up pathways that will maximise your potential and help you reach your career goals. For students experiencing difficulties, PIBT offers free support classes in English, Mathematics, Computing and Science as well as a number of free online study skills programs.

Our students come from a variety of cultural backgrounds and your education will be augmented by interaction with classmates from all corners of the globe. This provides unlimited opportunities for developing an international network of contacts, which will serve you well once you graduate.

Allow me to extend my best wishes for your studies and future prospects.
Your journey to a brighter future has begun.

Lina Ridley
Academic Director

Client Services Charter

Our aim is to provide a quality service to all of our clients.

Our Mission

PIBT's mission is to provide quality professional education and training services that satisfy the needs and expectations of students for further education and employment. This includes quality teaching, excellent facilities and academic and welfare support for all students and a commitment to providing a prompt and courteous service that is reliable and responsive to the needs of all clients.

Our Vision

PIBT's vision is to be the preferred provider of tertiary, pathway, pre-tertiary and English language courses in Western Australia, by having the best local and international student satisfaction rates in the sector.

Our Values and what you can expect from us. We will aim to:

Professionalism

- Provide services which are client focused.
- Provide reliable, efficient responses to all enquiries.
- Provide high quality courses which are relevant to the needs of students.
- Provide an environment that fosters comfort and creativity.
- Be accountable to provide value for money.
- Be accountable and responsible for our decisions and actions.
- Ensure all staff have adequate and appropriate training and receive any ongoing support required.

Responsiveness

- Respond to requests for information or advice in a timely and professional manner.
- Provide easy to understand, current and accurate information and advice.
- Follow up and maintain communication and consultation with our clients as required.

Courtesy

- Treat all clients with dignity, courtesy, confidentiality and efficiency.
- Show respect and understanding and be culturally sensitive.
- Provide appropriate services for clients with special needs.

Continuous Feedback

- Continually assess and evaluate our services against our Client Service Charter to ensure the maintenance of quality and responsiveness to our clients identified needs.
- Seek our clients' views as part of the assessment and evaluation process.

Study

PIBT provides high quality courses and dedicated academic teaching staff in a supportive environment, encouraging students to achieve excellence in their studies for preparation for university studies.

Information about your Study can be found under the following headings:

- Articulation Agreements
- Assessment
- Assessment Appeals
- Assignments
- Awards
- Copyright
- Course Planners
- Enrolment – Unit
- Enrolment – Add/Change units
- Enrolment – Cancellation/Refusal
- Examinations
- Examinations – Deferred
- Examinations – Supplementary
- Exemptions
- Plagiarism and Academic Misconduct
- Recognition of Prior Learning (RPL)
- Referencing
- Results & Grades Key
- Statement of Academic Record
- Statement of Attainment
- Study Skill Program
- Unit Outlines
- Withdrawing from a unit
- Withdrawing from a course

Staff Who Can Help You:

- Student Records Manager/Course Advisor
- Academic Administrator
- Deputy Academic Director
- Course Coordinator - Business
- Course Coordinator - Computing and IT
- Course Coordinator - Communication

Life

There are many services to support you whilst you are living in Australia. Your living arrangements and budget are two very important aspects of student life, along with getting a job. Talking to PIBT staff and/or other professionals is a good way to get the right information.

Information about 'Life' can be found under the following headings:

- Accommodation
- Budget
- Buying a car
- Driver's licence
- Emergency numbers: 000
- Employment
- Legal assistance
- Medical care and accidents
- Medical services – accident and emergency
- Money
- Overseas Student Health Cover (OSHC)
- Personal safety tips
- Police: 131 444 (not an emergency or requiring immediate assistance)
- Rental agreements
- SmartRider
- Tax/Tax File Number (TFN)
- Telephone services
- Work permits

Support Services

PIBT has qualified staff to support you in the adjustment to living and studying in Australia and/or to assist you in resolving problems which may affect the successful completion of your studies. Talking to qualified staff and/or other professionals is a good way to help resolve issues which are affecting your personal life or study.

Information about 'Support Services' can be found under the following headings:

- Appeals & Complaints
- Counselling service (this is free and confidential - make an appointment at reception)
- Career Advice
- Chaplaincy service
- Grievance Procedures
- Harassment
- Underage Students (Minors)
- Medical Services
- Staff Who Can Help at PIBT
- Reception
- Student Leaders
- International Student Organisation

Staff Who Can Help You:

- Reception staff
- Student Counsellor
- Student Experience Manager
- Academic Administrator
- Learning Advisor/Deputy Academic Director
- Student Records Manager/Course Advisor
- Course Coordinator - Business
- Course Coordinator - Computing and IT
- Course Coordinator - Communication

Facilities

There are many facilities and/or services available on campus to assist PIBT students.

Information about 'Facilities' can be found under the following headings:

- Banking
- Books – second hand and ECU Bookshop
- e-lab (computer facilities)
- Hazard report
- IELTS
- Library
- Lost property
- Multi-Media Resources (MMR)
- Overseas Health Cover (OSHC) Representative
- Parking
- Photocopying
- Prayer room (Muslim)
- Security
- Student ID card

Staff Who Can Help You:

- Reception staff
- Student Experience Manager
- Campus Security Officer
- Librarian
- IT counter (in e-lab)
- Multi-Media Resources (MMR) counter (in e-lab)

Responsibilities

PIBT Students have a responsibility to:

- Satisfy all visa Conditions (International Students only)
- Meet the conditions stated in the PIBT 'Terms of Offer'
- Maintain satisfactory course progress
- Meet the attendance requirements stated in PIBT's Attendance Policy
- Pay fees on time
- Maintain Overseas Student Health Cover (International Students only)
- Conduct themselves appropriately in class and on campus
- Keep their address and contact details up to date at PIBT
- Dress appropriately whilst attending the college
- Avoid smoking in campus buildings
- Avoid discrimination and Harassment of PIBT students and staff
- Maintain approved accommodation arrangements (legal requirement for underage students)

PIBT has a responsibility to students to:

- Provide Tuition Assurance
- Provide a free and fair Complaints & Appeals process
- Provide FEE-HELP to local students
- Publish its Refunds Policy
- Ensure its courses meet Accreditation requirements
- Ensure its practices comply with legislative requirements including the ESOS Framework
- Help protect the Health and Safety of students whilst on campus
- Protect the Privacy of students' personal information
- Ensure Underage Students have appropriate accommodation arrangements
- Adapt assessment procedures and materials to enable students with disabilities to be fairly assessed

Staff Who Can Help You:

Reception staff
Student Counsellor
Student Experience Manager
Finance/Accounts staff
Academic staff

Contact details

PIBT @ ECU
Building 10 Mt Lawley Campus
2 Bradford St Mt Lawley WA 6050
Phone: +61 8 6279 1100
Fax: + 61 8 6279 1111
Email: info@pibt.wa.edu.au
Web: www.pibt.wa.edu.au

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ACCOMMODATION

Student accommodation is not available on campus so newly arrived students should be aware that they may need to devote AT LEAST ONE WEEK to finding suitable accommodation. Students requiring assistance with problems arising from accommodation arrangements should seek advice from the Student Counsellor or Student Experience Manager. Nacel and Perth Student Accommodation are two organisations that offer safe and secure placement services, including Homestay for overseas students.

Homestay is a popular accommodation option available to overseas students in Perth. Homestay may be families, couples, single people or single mothers with children. All are selected to provide good quality facilities and meals if required. The Homestay families have requested a student to stay with them, so students can be sure they will be very welcome. Host families speak English and this will help to improve language skills. The families also help with day-to-day problems such as transport, banking and shopping. Homestay gives you a friendly environment where you can live, relax and study in comfort and security.

All questions regarding Homestay accommodation should be sent directly to the accommodation provider (either NACEL or PSA) that you wish to use. Visit the websites for more information and an application form.

Off-campus options include house or unit/flat rentals, or hostels. Costs vary considerably depending on size, quality and location. Renting normally requires you to sign a contract of 6 or 12 months and you will usually be required to pay one month's rent in advance as well as pay a refundable deposit (bond) in the event of any damage during the rental period. Any lease or other housing arrangements entered into are at the sole discretion of the student and the accommodation provider involved.



Refer to [Student Services](#) for further information.

ACCESS CARD

After hours access is available to the e-lab. Cards are available from Student Central (Building 3) and cost \$25. When access to the e-lab is no longer required, return the card to Student Central for a refund.

ACCREDITATION

Certificate courses delivered by PIBT are accredited by the Training and Accreditation Council. Delivery of the Diploma and other courses is accredited by the Department of Education Services and is monitored under the Australian Universities Quality Agency framework.

ADDRESS

PIBT students must advise PIBT and Worldcare (Overseas Student Health Cover provider) of any change of address within 7 days. This is a visa requirement for all international students. Students can update their address with PIBT via the student portal, but must provide this information directly to Worldcare.

Failure to advise of any address change may result in visa cancellation.

APPEALS & COMPLAINTS SUPPORT

PIBT wants to ensure that any student lodging a formal complaint is given a fair hearing. As such, an Appeals and Complaints/Grievance process is available to all students. Students undertaking a complaint or grievance against PIBT can seek support from the Student Counsellor. The Student Counsellor can assist and/or advocate on the student's behalf at a formal meeting.



Refer to [Complaints and Appeals Policy](#) for further information.

ARTICULATION AGREEMENTS

Students who complete a Diploma or an Advanced Diploma award will be considered by Universities throughout Australia for Advanced Standing status. Students requiring assistance in seeking Advanced Standing at any institution are invited to seek the assistance of PIBT's Academic Administrator.

ASSESSMENT

Students will be assessed for each unit offered in a course as prescribed within the Assessment policy of PIBT and as described in the unit outline.

Lecturers will provide unit outlines in the first week of classes. These outlines will provide information regarding unit content, assessment procedures and resource requirements. Unit outlines are also available via the student portal.

A student who fails to complete the requirements in a particular unit shall be deemed not to have completed that unit and shall receive a grade of:

- 'I' (Incomplete) where the cumulative assessment is 50 or more; or
- 'N' (Fail) where the cumulative assessment is less than 50.



Refer to [Assessment Policy](#) for further information.

ASSESSMENT APPEALS

Students may appeal against final assessments and results of a unit within fourteen (14) days of results being issued. Grounds for appeals must be made on the 'Application for Appeal of Final Results' form.

The Appeal must relate to incorrect assessment procedures or incorrect data and not dissatisfaction with grades. An Appeal starts with an informal discussion with the relevant lecturer. If still dissatisfied, the student should submit the Application for Appeal of Final Results form (signed by both student and lecturer) to PIBT Reception.

For further information, seek advice from the Academic Administrator or Deputy Academic Director. The final decision for Diploma units rests with ECU, and Certificate units with the College Director/Principal of PIBT.



Refer to [Complaints and Appeals Policy](#) for further information.

Refer to [Appeal of Final Results Form](#).

ASSIGNMENTS

Assignments should be submitted to your lecturer by the due date together with an Assignment Cover Sheet. Students who wish to apply for an extension of assignments must make an application in writing to the lecturer prior to the due date of submission of the assignment.

Extensions of assignments may be granted for the following:

- Exceptional circumstances such as illness and the student has provided an Explained Absence form together with a medical certificate (to be sighted and signed by the lecturer, and then handed in to PIBT Reception)
- Personal circumstances with a written explanation (to be sighted and signed by the lecturer, and given to PIBT Reception staff)

NOTE: Penalties apply for late submissions.



Refer to [Assessment Policy](#) for further information.

Refer to [Explained Absence Form](#).

ATTENDANCE

Students are expected to attend 80% of all classes taking into account any Explained Absences due to illness or other compelling or compassionate circumstances. International students whose attendance falls below 80% may be reported to DIAC. Attendance is taken from the first week of semester.

ELICOS: students are expected to attend 90% of all classes.



Refer to [Attendance Policy](#) for further information.

Refer to [Explained Absence Form](#).

AWARDS

On successful completion of a Certificate IV - University Foundation Studies (8 units); students will be issued with an Award that is nationally recognised and accredited by the Training Accreditation Council of WA. On graduation, students will also receive a STATEMENT OF ATTAINMENT. Students who withdraw without completing their course may have their Statement of Attainment issued on request.

On successful completion of a Diploma (8 units) or Advanced Diploma (12 units), students will be issued with an Award that is nationally recognised and approved for EXEMPTION purposes for university entrance.

BANKING

To open an Australian bank account, students need to take their passport, CoE(s), OSHC cards, birth certificates, etc. to prove their identity to a bank of their choice. Banks are usually found in shopping centres and are open Monday to Friday. Some banks are open on a Saturday morning.

BOOKS (ECU BOOKSHOP)

ECU's Bookshop is in Building 8 (near the library) on Mt Lawley Campus and sells a selection of items:

- Textbooks for all PIBT units, general interest books, magazines & newspapers
- Stationery, greeting cards, stamps & CDs, University memorabilia
- Pre-paid phone cards and Hoyts movie tickets
- Small selection of personal hygiene & health products

The ECU Bookshop accepts cash, cheque, money order, EFTPOS and most credit cards. All textbooks are discounted up to 7% off the RRP (Recommended Retail Price), whilst general books are discounted up to 6.5% off RRP. If any textbook is not available, students can place an order with the bookshop staff.



For further information, visit [ECU Bookshop](#).

BOOKS (SECOND HAND)

During Orientation Week each semester, a time is set aside for the purchase/selling of second hand books. This is a student-initiated activity with PIBT acting as a facilitator only.

BUDGET

To prepare and maintain a budget is important for reasons of personal security and to minimise anxiety associated with financial mismanagement. Students have different expectations of lifestyle and should ensure they have sufficient funds to cater for all requirements.

A budget needs to include provision for the following expenses:

- Rent
- Food
- Utilities (Gas, Electricity, Water)
- Telephone
- Transport
- Other (entertainment, clothing, toiletries, postage, medical, etc)

Students will also need to cater for the cost of flights to and from their home country.



For further information, visit [Student Edge](#) for budgeting websites, including:

- [Consumer Youth Website](#)
Information on shopping smart, buying a car, managing money and renting a house or flat.
- [Money Stuff](#)
Info on buying stuff, cars, computers, credit, mobile phones and renting.
- [Understanding Money](#)
Great tips for making the most of your money, including buying a mobile, info on study costs and a budget planner.
- [Frugal](#)
Information on budgeting and money management for young people.

BUYING A CAR

When buying a car, use a reputable dealer and/or consider having the car inspected by RAC to ensure there are no major mechanical problems and/or accident damage. An inspection service is very inexpensive compared to what it might cost if the car turns out to be in bad condition and requires expensive repairs and servicing.

When purchasing a car privately, be VERY careful; take along a friend or relative who knows something about cars to provide a second opinion. Do not carry large sums of money; utilise direct debit facilities or a bank cheque to pay for a car.

Regardless of whether you are buying from a dealer or buying privately, check with REVS (Register of Encumbered Vehicles) to see if money is owed on the car.

REVS can tell you whether a vehicle has money owing on it before making a purchase. This is important because someone else (i.e. a bank or finance company) may be able to take back the purchased vehicle.

As part of the check, REVS will also be able to provide information about whether the vehicle is licenced in WA, recorded as stolen or written off.



For further information, visit [REVS](#), [Department of Commerce](#) and [RAC](#).

CAREER ADVICE

Advice relating to the PIBT course content is available from the Student Records Manager/Course Advisor and Academic Administrator.

The Student Counsellor is available to discuss issues related to choosing a career and determining career goals. The Student Counsellor may also provide a referral to a professional who is best equipped to assist.

CHAPLAINCY

PIBT students have access to the ECU Multi-Faith Chaplaincy. ECU's chaplains come from a variety of spiritual traditions and offer:

- A safe place and listening ear
- Opportunities to nurture, express and explore your spirituality
- Links to religious groups and faith communities
- Care and support in times of uncertainty, crisis and loss
- A multi-faith focus for spiritual life on campus
- A free and confidential service

Chaplains make campus visits at allotted times or can be contacted by phone for appointment.



For further information, visit [ECU Chaplaincy](#).

COMPLAINTS & APPEALS

Any student of PIBT who experiences incorrect, inappropriate or unfair treatment in the course of their relationship with PIBT is entitled to access the PIBT's complaints and appeals process.

If students would like to discuss their complaint or appeal with an independent person, they can contact the Conciliator at the Department of Education Services.



Refer to [Complaints & Appeals Policy](#) for further information.

Refer to [Appeal of Final Results Form](#).

COMPUTER FACILITIES

PIBT students have the use of ECU's modern, well-equipped computer e-lab in Building 10 on Mt Lawley campus.

Students also have after hours access to the e-lab on payment of \$25 to ECU's Student Central for an electronic access card. The fee is fully refunded on withdrawing from PIBT and returning the card to ECU.

CONDUCT

Students suspected of either Academic (eg cheating or plagiarism) or general misconduct will be dealt with according to the process set out in the Student Misconduct Policy. Students may have their enrolment cancelled and be reported to DIAC as a result of misconduct.



Refer to [Student Misconduct Policy](#) for further information.

COPYRIGHT

Students and staff of PIBT are expected to observe all requirements related to statutory Copyright Regulations.



For further information, visit [Copyright Regulations](#).

COUNSELLING

The PIBT Student Counsellor offers a confidential environment for students to discuss any concerns.

Concerns such as the following (and many others) can be freely and confidentially discussed:

- Loneliness, homesickness, personal health
- Personal relationships, harassment, personal trauma
- Your studies
- Accommodation difficulties
- Financial problems, employment
- Concerns regarding friends and families
- Legal difficulties

In some cases the Student Counsellor may refer students to other professionals better equipped to assist and guide. To make an appointment with the Student Counsellor or Director of Studies, please visit Reception.

ELICOS: The Director of Studies (DOS) is happy to discuss future study plans with students before the start of their pathway studies. The DOS will also speak to any student who is not making satisfactory progress in class.

COUNSELLING AFTER RESULTS

Support is available to students after results are released. Some students will be chosen by the Academic Director for personal counselling. Please take up the opportunity to discuss your progress in order to make the best use of your time at PIBT.



Refer to [Progress Policy](#) for further information.

COURSE DEFERRAL/WITHDRAWAL

To officially **defer** or **withdraw** from your course of study, you must seek advice from an Academic advisor or the Student Counsellor.



Refer to [Course Deferral](#) and [Course Withdrawal](#) forms.

COURSE PLANNERS

Refer to the course planner relevant to your course for details on selecting your units and a brief unit description.

- Certificate IV in University Foundation Studies with Mixed English Program
- Certificate IV in University Foundation Studies
- Certificate IV in University Foundation Studies (Law)
- Certificate IV in University Foundation Studies (Science)
- University Preparation Program (UPP) Science
- Certificate IV in University Foundation Studies (Nursing)
- University Preparation Program (UPP) Nursing
- Diploma with Mixed English Program
- Diploma of Business
- Diploma Hotel Management
- Advanced Diploma of Business (availability is subject to demand)
- Diploma of Computing & Information Technology
- Diploma of Communications
- Diploma of Science
- Post-Graduate Qualifying Program (PQP) - Business
- Post-Graduate Qualifying Program (PQP) - Communication

COURSE PLANNERS, cont...

- Post-Graduate Qualifying Program (PQP) - Computer & Information Technology

If you need further assistance, make an appointment with the Academic Administrator or Student Records Manager/Course Advisor.



Refer to [Programs](#) for further information.

DEPARTMENT OF IMMIGRATION AND CITIZENSHIP (DIAC)

Level 3
Wellington Central
836 Wellington Street
West Perth WA 6005

Monday - Friday 9.00am - 4.00pm



For further information, visit [Department of Immigration and Citizenship](#).

DISABILITIES

PIBT is committed to promoting equal opportunity for all students and to providing a caring and supportive education environment that acknowledges diversity. PIBT will implement strategies or adjustments to enable students with a disability to participate in learning and assessment to the same extent as other students. Students should advise the college of their disability prior to course commencement (providing supporting documentation) and discuss their needs with the Student Counsellor upon arrival.



Refer to [Assessment Disability Guidelines](#) for further information.

DISCRIMINATION AND HARASSMENT

Discrimination and harassment are unacceptable. Students who experience discrimination or harassment in the course of their studies at PIBT are advised to report the matter in confidence to the Student Counsellor. Students who are suspected of discrimination or harassments against PIBT staff or students will be dealt with according to the Student Misconduct Policy.



Refer to [Harassment Guidelines](#) or [Student Misconduct Policy](#) for further information.

DRESS

Students and staff are expected to adhere to a dress code that requires clothing to be clean, modest and appropriate. Students are discouraged from wearing revealing clothing, or clothing with offensive slogans or motifs. Bare feet are not acceptable. Special dress requirements apply for lab work (Science students).

DRIVER'S LICENCE

As a visitor to WA, students can drive on an overseas licence for up to 12 months from arrival or until the licence expires (whichever comes first). Students who intend to stay longer than 12 months or whose overseas licence expires within that time should apply for a WA licence.

To be able to drive on Western Australian (WA) roads with an overseas driver's licence (and International Driving Permit, if applicable), students must:

- Have a current licence that is not suspended or cancelled
- Carry the licence (and International Driving Permit, if applicable) at all times while driving and show it to a police officer when asked
- Drive only those vehicles that they are authorised to drive
- Comply with any other conditions of the licence (i.e. wear glasses if required)

Visiting drivers include:

- Tourists/people on business trips, working-holiday visas or **studying**

If the overseas licence is not in English, it is advisable to carry an International Driving Permit or an approved English translation of the licence when driving.



For further information, visit [Department of Planning and Infrastructure](#).

ELICOS (English language courses)

PIBT's English Language Courses are designed for people from non-English speaking countries and those who require direct entry pathways for International students wishing to undertake university study. PIBT has excellent teaching staff and high quality English language programs.

Timetable (subject to change):

Monday	Time of day
First lesson	12.30 – 2.30
Break	2.30 – 2.50
Second lesson	2.50 – 4.30
Tuesday - Friday	
First lesson	8.30 – 10.30
Break time #1	10.30 – 10.55
Second lesson	10.55 – 12.30
Break time #2	12.30 – 1.15
Third lesson	1.15 – 2.15



Refer to [English Language](#) for further information.

ENGLISH LANGUAGE

Free online support for grammar, vocabulary, reading, writing, listening, exams, Bridging English and Academic English is available via links from PIBT's website.



Refer to [English Language Resources](#) for further information.

EMERGENCY NUMBER - 000

- Ambulance/Police Emergency/Fire Brigade: **000**
- Police Assistance (when the incident **is not an emergency**): 131 444

If the event of an after-hours personal emergency (which does not require emergency police/ambulance/fire brigade assistance), telephone ECU Security on 6304 3333, tell them you are a PIBT student and ask for the PIBT Student Counsellor.

EMPLOYMENT

Students granted student visas on or after 26 April 2008 will receive permission to work with their visa grant. As a result, most student visa holders will no longer need to apply separately.

Students are limited to a maximum of 20 hours/week during semester. Students considering employment should be aware of the academic consequences if employment takes a higher priority than studies.



If your visa was granted prior to 26 April 2008, visit [Department of Immigration and Citizenship](#) (DIAC) and download form 157P from the Applications and Forms section. Or, apply online. A credit card is required to complete the online application.

Income earned from employment is taxable. Students should complete a tax form available from the Australian Taxation Office (ATO). See 'Tax', or apply online at the [Australian Tax Office](#) (ATO).

ENROLMENT – ADD/CHANGE UNITS

Students may add/change units online (via the Portal) if classes are available, up until the end of Week 2.

From Week 3, students will be required to complete the **Enrolment Variation form** to add/change units and **make an appointment** to see the Academic Administrator or Student Records Manager/Course Advisor in relation to the enrolment request.

Students can drop a unit until the end of the Week 4 without penalty and fees for the unit will be **credited** to next semester. After the Week 4, no refunds will be given for the unit.

Academic penalties apply to your Academic transcript if withdrawing after the Week 4:

- W (Withdrawn) – between Week 5 and Week 10
- N (Fail) – after Week 10

ENROLMENT – ADD/CHANGE UNITS, cont...

International students are required to take a minimum of 3 units in all courses unless studying a combined course with English. Exceptions to this may be in the last semester of study or with special permission from the Academic Director's office.



Refer to [Enrolment Policy](#) and [Refunds Policy](#) for further information.
Refer to [Enrolment Variation](#) form.

ENROLMENT – CANCELLATION/REFUSAL

PIBT may cancel or refuse a student's enrolment if the student:

- Gained admission by misrepresentation, by falsification of documents or by other fraudulent means
- Failed to fulfill the normal requirements for admission or enrolment
- Failed to submit assessments
- For non-attendance or non-payment of tuition fees
- Committed an act of grave misconduct associated with the academic program of PIBT
- Committed a criminal offence

International students, whose enrolment and/or visa is cancelled, may be subject to DIAC rules which will prevent re-entry into Australia for up to three years.



Refer to [Student Misconduct Policy](#), [Enrolment Policy](#) and [Progress Policy](#) for further information.

ENROLMENT – COURSE

For international students, Enrolment in a Course occurs when the student accepts the offer and Confirmation of Enrolment (CoE) is issued by the College. For local students, enrolment in a course occurs when PIBT receives an acceptance of the offer.



Refer to [Enrolment Policy](#) for further information.

ENROLMENT – DEFERRAL

Deferral means to delay commencement or continuation of course studies normally for a period of one semester. Students who have partially completed their courses may apply for deferment in circumstances such as medical grounds, special compassionate grounds or other special unforeseen circumstances.

Deferrals will be accepted without financial penalty up until the end of Week 4. Penalties will apply after Week 4.

Applications for deferral must be made in advance to the Academic Administrator or Student Counsellor. Students (on a Student Visa) need to obtain advice and permission from DIAC to avoid placing their visa at risk.



Refer to [Enrolment Policy](#) and [Refunds Policy](#) for further information.

ENROLMENT – UNITS

Students will select units at the commencement of each semester via the student portal. **Units will only be offered if there is sufficient demand from students.** PIBT reserves the right to cancel or withdraw units entirely at its discretion.

Diploma of Science student will enrol online using Edith Cowan University's SIMO system. International students are required to take a minimum of 3 units per semester at Certificate and Diploma level.



Refer to [Enrolment Policy](#) for further information.

ESOS FRAMEWORK

The ESOS framework promotes quality education and consumer protection for International Students to ensure their rights are protected whilst studying in Australia. PIBT is required to undergo an audit to ensure it meets all the requirements of the ESOS Act 2000 and the National Code (2007).



Refer to [ESOS Framework](#) for further information.
For further information, visit [Australian Education International \(AEI\)](#).

EXAMINATIONS

Examinations will be conducted at the end of each semester under supervised conditions. Examinations for university-linked units will be set and moderated by ECU. Students are expected to familiarise themselves with the Examination Regulations, which must be strictly observed.

An examination timetable is published showing dates, times and venues of examinations and copies are available from Reception. Copies of the examination timetable are also available via the student portal.



Refer to [Examination Regulations](#) for further information.

EXAMINATIONS - DEFERRED

Deferred examinations are conducted at the discretion of PIBT and only as a consequence of serious illness or personal circumstances which have the potential to impinge significantly on student performance.

Applications for deferred examinations must be received with supporting documentations no more than two (2) days after the date of the examination. Where a medical certificate is submitted, it must be a medical certificate from a registered practicing doctor (as defined under the Medical Act 1894) or a hospital certificate.

Deferred examinations will incur a fee of \$50 per examination.

The fee is non-refundable and must be paid at the time of application for a deferred examination. Approval for Deferred Examinations is **not** automatic – each application will be individually assessed against the deferred exam criteria. All applicants will be advised of the outcome of this application.

It is the responsibility of each applicant to check their email and/or contact PIBT. Deferred exams are held in the week following the main exams. No further examinations will be arranged until the end of the following semester.



Refer to [Exam Deferral Sickness Claim Form](#).

EXAMINATIONS – SUPPLEMENTARY

PIBT does not offer supplementary examinations at any level.

EXEMPTIONS

Exemptions are granted on the basis of prior learning (formal or informal) where that learning is assessed as equivalent to the learning outcomes or competencies of one or more PIBT units. Exemption (also called Unit Credit) releases a student from having to undertake one or more units within his/her course.

All Applications for Exemptions must be submitted before Week 4 of the semester. Applications received after Week 4 will be processed but will not qualify for a fee refund if the student is already enrolled in that unit. Exemptions for Diploma level units are subject to approval from ECU.



Refer to [Recognition of Prior Learning Policy](#) and [Refunds Policy](#) for further information.

Refer to [Application for Exemptions Form](#).

EXPLAINED ABSENCES

Pathway students who have a valid explanation for an absence from class such as illness (supported by a medical certificate) or other compelling or compassionate circumstances should complete an 'Explained Absences Form' and take it to Reception no later than 3 days after the absence.

By completing the form and having it signed by their lecturer, students will ensure that their absence is recorded as an 'approved absence'. See 'Attendance'. The form is also available from reception.



Refer to [Attendance Policy](#) for further information.

Refer to [Explained Absence Form](#).

FEE-HELP

FEE-HELP is a Loan Scheme for full-fee paying students who are Australian citizens or holders or Permanent Humanitarian visas. The scheme allows PIBT Diploma students to defer payment of part or all (up to \$80,000) of their tuition fees.

A loan fee of 20% applies to FEE-HELP loans for undergraduate courses of study. The Australian Government pays the amount of the loan directly to PIBT. Students repay their loan through the tax system once their income is above the minimum threshold for compulsory repayment.



For further information, visit [FEE-HELP](#).

FEES

Continuing students are required to pay their semester fees before the semester commences. Students who do not pay their fees on time will have their enrolment cancelled. International students will also be reported to DIAC and may have their visa cancelled. Cancellation may result in re-entry being denied for 3 years.

Provisional invoices for continuing students are available in Week 10 of each semester.

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION ABOUT PAYMENTS MADE BY CREDIT CARD.

From Monday 26th January 2009, all payments made by **credit card** for any PIBT course (ACADEMIC, ELICOS, IELTS and CELTA) other materials or OSHC fees **will incur a 1.5% surcharge**.

Example 1: if your fees are \$8000.00 and you pay by credit card, the 1.5% surcharge is \$120.00. Total fee cost = \$8120.00. The surcharge is applied each time you use your credit card to pay fees.

Example 2: if your OSHC fees are \$380.00 and you pay by credit card, the 1.5% surcharge is \$5.70. Total OSHC cost = \$385.70. The surcharge is applied each time you use your credit card to pay fees/charges.

FEES, CONT...

Avoid paying the 1.5% surcharge by using another payment method. Pick up a copy of the Payment Options flyer (at reception) for details:

1. Direct deposit (at any Westpac branch)
2. BPay (for current students)
3. Bank draft/Cheque (made payable to PIBT)
4. EFTPOS (\$800-1000 limit per day)



Refer to [Fees and Charges](#) and [Refunds Policy](#) for further information. Refer to [Credit Card Payment \(Mail/Fax\)](#) and [Refund Request](#) forms.

FORMS (VARIOUS)

There are various forms that you may need to use including Assignment Cover Sheet, Explained Absence form and Refund Request form.



Refer to [Forms and Publications](#) or [Forms](#) for further information.

HARASSMENT

Students subjected to any form of harassment by any individual or group of individuals are advised to report the matter in confidence to either the Student Counsellor or the Academic Director/Director of Studies. PIBT is committed to providing a safe and secure environment for students and staff.



Refer to [Harassment Guidelines](#) for further information.

HAZARD REPORT

In the event that a student identifies something on campus that could cause injury, please advise PIBT Reception staff without delay. A hazard report will be completed and the incident will be investigated.

HEALTH AND SAFETY

To assist with protecting the health, safety and welfare of students PIBT has the following in place:

- Critical Incident Policy and Procedures
- First Aid trained staff members
- Health Service with medical staff on campus
- A comprehensive First Aid kit (staff are not able to dispense headache medication)
- Student Support Services
- Occupational Health & Safety Officer and procedures



Refer to [Critical Incident Policy](#) for further information.

IELTS

IELTS is the International English Language Testing System, the world's proven English language test. IELTS was one of the pioneers of four skills English language testing over 17 years ago, and continues to set the standard for English language testing today.

IELTS is recognised as a secure, valid and reliable indicator of true to life ability to communicate in English for education, immigration and professional accreditation.

PIBT is an official testing agency and offers examinations on the Mt Lawley campus (Building 10) and Joondalup campus (Building 8.246). **Test places and tests sell out very quickly, up to 2-3 months in advance. If you need to take an IELTS test (as one of the Conditions on your Letter of Offer) visit Reception at one of the centres and apply as soon as possible.**

You need to apply in person with your valid passport and 2x passport photos (not more than 6 months old). Test fee is \$310. Payment can be made by savings card, credit card (credit card incurs 1.5% surcharge) or Australian Money Order (made payable to PIBT). Cash is **not** accepted at reception.



For further information, visit [IELTS Test Centre @ PIBT](#).

INTERNATIONAL STUDENT ORGANISATION

The National Liaison Committee for International Students in Australia Inc (NLC) is the peak representative body for International Students in Australia.



For further information, visit [NLC](#).

LEGAL ASSISTANCE

There are a number of organisations that can provide assistance with legal problems.



For further information, visit [Department of the Attorney General](#), [Legal Aid](#), [The Law Society](#) and the [Citizens Advice Bureau](#).

LIBRARY

At Orientation, all PIBT students are required to register with the Library. This will provide access to the resources and facilities of the university libraries for study and research purposes. Library registration is free.

Mt Lawley campus library: Building 8. Phone: 9370 6195
Joondalup campus library: Building 31. Phone: 6304 5525

Semester opening hours:
Monday – Thursday: 8.00am - 9.30pm
Friday: 8.00am - 5.00pm
Weekend/Public Holidays: 12.30pm - 5.00pm

Non-semester opening hours:
Monday – Friday: 8.30am - 5.00pm
Weekend/Public Holiday: See notice boards

The Main Collection:
This contains books arranged according to the Dewey Decimal System. This system classifies books into 10 main classes with all materials on the same topic found at the same number. For example, most law books are found in the 340's.

LIBRARY, cont...

Closed Reserve:

This is an area where textbooks and most frequently used books are available for short-term loan. These books can only be taken out for a two-hour period and must be used within the Library itself. The only exception is that a book can be borrowed overnight, but only if it is picked up two hours before closing time and returned by 9:00am the next day.

Closed Reserve books are arranged according to their shelf number (Dewey Decimal System) whilst articles, photocopies or pamphlets are arranged by their unit code. For example, a photocopy of a MKT1100 Revision Sheet is shelved under MKT1100.

The Reference Collection:

This collection contains encyclopaedias, general & specialist dictionaries, handbooks, indices, statistical reports, law reports, statutes and selected Annual Reports. When using the online catalogue, all materials shelved in the Reference Collection will be listed with an "R" before the shelf number.

For example, legal dictionaries are located in the Reference Collection under R340. Reference items are not available for loan outside the library; however materials can be photocopied for home use.

The Serials Collection:

This collection contains any journals, magazines, annual reports etc. to which the library subscribes. When using the online catalogue, all materials shelved in the Serials Collection will be listed with an "S" before the shelf number. Eg: S330.994. Serials are not available for loan, however as with Reference items, you may use the photocopier to copy relevant materials.

The Q Collection:

This collection contains books that are too big to sit on the shelves (of the same number) so they are stored in a separate area. These books are listed in the online catalogue with a "Q" in front of the shelf number.

Locating Materials:

The library has an online catalogue system that is simple to use. Students can search for books under the following headings:

- Author's surname (eg: Cairns)
- Title of book (eg: Marketing: A Practical Approach)
- Subject (eg. Financial Accounting)
- Keywords (eg: manufacturer liability)

LIBRARY, cont...

- Borrower information (to check out how many items you have at home)
- Unit code (ask lecturers if any items have been placed on Closed Reserve for your unit)
- Lecturer (look up PIBT listing for all PIBT units)

How to Borrow Items:

PIBT students may borrow up to 20 books from the Main Collection for up to 6 weeks. Books in heavy demand may only be available for a 3 day or 7 day loan. Some lecturers place textbooks and vital references in Closed Reserve.

The online catalogue shows a lot of information that is useful to know before you go looking on the shelves. This information includes:

- What campus the item is held in (MTL is Mt Lawley, JOO is Joondalup; BUN is Bunbury)
- Which collection the item is held in
- How many copies are available for loan
- Which editions are held
- If item is already out with someone else – what date it is due back

The online catalogue will not give you access to the World Wide Web. Internet access is only available via the PIBT computer labs.

Students can borrow items by having them stamped at the Loans Desk or by using the self-service Easyloan system. The Easyloan system is quick (no queues) and very simple to use.

Penalties for Late Returns:

Borrowing rights may be suspended if you have overdue items and ECU Library will charge a late fee for late returns. **Until payment is made, outstanding library debts (at the end of the semester) will mean that your PIBT results will be blocked.**

Other Library Services:

PIBT students can request items from other ECU campus libraries by placing a hold or recall on the item. PIBT students may visit and use the resources of other university libraries (eg: Curtin, Murdoch and UWA) but you will not have borrowing rights.

If you wish to photocopy materials, use the photocopier or make a transparency please ask library staff for information and assistance.

LIBRARY, cont...

ECU provides access to over 50 electronic databases however many of these are not available to PIBT students online. Please ask for assistance at the library.

Every semester, the library offers free orientation tours. Students are strongly advised to attend one of these tours. If you have any further queries, all library staff are more than happy to assist students as needed.



For further information, visit [ECU Library Services](#). Refer to [ECU Referencing Guide](#) for further information.

Life @ PIBT

PIBT is focussed on enhancing your student experience. Life @ is a dedicated site for PIBT students to access the student newsletter, link to the PIBT Facebook group, other social networking sites and get inside the PIBT blog and forum.

The site is constantly updated with information and events; new technologies are also implemented to improve the student experience.

Students are encouraged to contribute to the contents of the Life @ pages and can register interest by emailing news@pibt.wa.edu.au.



Please visit [Life @](#) to join the PIBT student community.

LOST PROPERTY

Lost property enquiries should be directed to Reception. Unclaimed lost property will be disposed of after a three-week period.

Lost property enquiries can also be made at Student Central and Facilities Management Office (Building 3).

MEDICAL CARE, HEALTH & ACCIDENTS

ECU Health & Medical Services are available on campus. The service is strictly confidential and is staffed by fully qualified professionals.

- International students are requested to present their OSHC health insurance card at the time of the medical consultation
- International Students (with OSHC Worldcare or OSHC Medibank health insurance) do not usually pay for G.P. (general practitioner) consultations at the ECU Health Service as the invoices are sent directly to the health fund

Outside of campus hours, for other injuries, the first contact should be a G.P. at a medical clinic. A G.P. can help you with:

- General treatment of common health problems and injuries
- Referrals to specialist services
- Simple diagnostic screenings
- Women's and men's health issues

Medical Centres can be very busy and have specific opening times. If you are too sick to wait for an appointment and need emergency care, visit the Department of Health for your nearest hospital or call *healthdirect Australia*. *healthdirect Australia* is a free 24 hour, seven day a week health advice line to all people calling from within Western Australia. *healthdirect's* experienced nurses provide immediate advice on how urgent a health concern is and what to do about it.

NOTE: Public hospitals have a 24-hour Accident and Emergency department. Students should only use these services in an emergency. If visiting an accident and emergency department at a hospital, a nurse will assess the situation and if it is not deemed to be an emergency, the waiting time to see a doctor may be 3 or 4 hours.

In the event of circumstances requiring urgent medical care, and where PIBT cannot contact the parent/guardian, the college is authorised to seek appropriate medical care for the student.



For further information, visit [Department of Health](#), [ECU Health Service](#) and [healthdirect Australia](#).

24-hour *healthdirect* helpline: 1800 022 222

MINORS

See 'Underage Students'.

MONEY

To avoid financial problems, do not lend money to other students or friends. For help with managing money, see 'Budget'.

OVERSEAS STUDENT HEALTH COVER (OSHC)

All overseas students are required to be part of the Overseas Student Health Cover Scheme (OSHC). This provides health insurance for international students and their dependants during their stay in Australia. Premiums will apply according to the length of the visa.

It is the student's responsibility to ensure that their membership is current while they hold a student visa.

The 2009 fee is \$380 per 12 months (single cover).

What is OSHC?

Overseas Student Health Cover (OSHC) is health insurance similar to what Australians receive under Medicare. OSHC covers/part covers the costs for:

- Out of Hospital Services/In Hospital Services
- Prescription Medicines
- Emergency ambulance transport

Why is OSHC so important?

The Australian Government requires all international students to maintain OSHC as a compulsory condition of their student visa for the entire time that you are studying in Australia. If you fail to maintain your OSHC, the Australian Government requires you to back pay any lapsed periods of the cover. You will not be able to claim for any treatment received during this backdated period. Failure to maintain your cover could therefore result in you paying thousands of dollars in medical expenses.

What are Direct Billing Providers?

Direct billing providers are medical providers (e.g. – G.P's, hospitals) that have an agreement with OSHC Worldcare. When visiting a participating clinic, show your valid OSHC Worldcare card and they will send the invoice direct to OSHC Worldcare. If students attend the ECU Health Service, the cost of seeing the G.P. is likely to be covered by OSHC.

OSHC, cont...

An OSHC Worldcare client service representative visits campus Monday to Friday. See PIBT Reception for times. The representative will help you with:

- Cash claims and other claim submission
- Ordering your Membership card
- General information about your OSHC



For further information, visit [OSHC Worldcare](#).

Member Services Officer: 13 67 42

Email: oshc@worldcare.com.au

24-hour OSHC Emergency Helpline: 1800 814 781

PARKING

Students wishing to park on campus must buy a Parking Permit or 'parking scratchies' from ECU Student Central and display it on the vehicle as required by the rules and regulations of the University.

Inspectors patrol the car parks regularly and will issue fines; ensure your car is in the 'Red' zone.



For further information, visit [ECU Parking](#).

PERSONAL SAFETY TIPS

In Perth, as with all large cities, it is important that students are aware of their surroundings at all times and follow some simple, but important personal safety rules:

- Travel in groups
- Carry your mobile phone
- Call flatmates/friends when you are getting off a train/bus or leaving a venue and let them know when you expect to be home
- Introduce yourself to classmates and find out if they travel in the same direction home/to campus as you
- Walk confidently; be aware but not paranoid

PHOTOCOPYING FACILITIES

Students have access to photocopying facilities in the University library. Students are required to comply with copyright regulations. See 'Library'.

PLAGIARISM AND ACADEMIC MISCONDUCT

Honesty in study and research is highly valued at PIBT and ECU; academic misconduct is regarded as a serious offence and includes:

- Plagiarism
- Unauthorised collaboration
- Cheating in examinations
- Theft of other students' work

Plagiarism means to knowingly or unknowingly present as one's own work the ideas or writings of another without appropriate acknowledgment or referencing. This includes:

- Paraphrasing text without acknowledging source (including any copying)
- Paraphrasing text inadequately
- Copying another student's assignment
- Copying of visual representations (cartoons, line drawings, photos, paintings, computer programs, images, tables and graphs)

Students face serious penalties for plagiarism:

- First offence – your assignment will be awarded a mark of zero
- Second offence – you may be given zero for that subject
- Third offence – you may face suspension from PIBT

Each offence is recorded in your Student file; be aware that each offence counts, regardless of which subject it occurs in.

Lecturers may submit your assignments to 'Turnitin' or some other electronic software, which scans and records your work to match it against the electronic works of others on the internet.

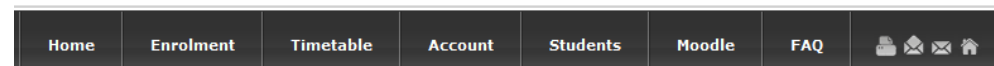
This will become a permanent online record of your work.



Refer to [Student Misconduct Policy](#) and [Assessment Policy](#) for further information.

PORTAL

The **PIBT Student Portal** contains important information relevant to your studies such as unit outlines, course notes and enrolment details. PIBT's new portal has a huge range of features, from its new colours and design, to the Moodle and GMail applications. The portal also contains your personal information, results, timetable, fees balance, provisional invoice (from week 10 of semester) and attendance. Students are encouraged to check the portal daily.



Home

Contains News and important information and messages

Enrolment

Add/change your timetable (within the first 2 weeks of semester)

Timetable

View and print your timetable

Account

Change password

Change profile

Students

Documents

Enrolment letter/Student profile

Fee calculator/Credit card payment

Staff contact list

Feedback

Moodle

Course notes/View unit outlines


Submit assignments

Study skills information

Moodle is an online teaching and assessment tool. There are course outlines, some past exam papers and other information that your lecturer has loaded– it's an online resource just for you. Moodle is used all over the world, by many major universities and colleges.

PORTAL, cont...

GMail is a fantastic resource and with 7MB+ of space! There are a lot of great features and the page can be personalised to suit you. On occasion, PIBT will email you with important information and other messages to your GMail address, which you will set up at Orientation.

 Refer to the Portal for further information. A link to the Student Portal can be found on PIBT's home page at www.pibt.wa.edu.au. The button is on the green bar at the top of the page, next to the 'Life @' tab. Alternatively, the portal can be accessed by typing www.pibt.wa.edu.au/studentportal into the address bar and saving the page in your favourite's folder.


PRAYER ROOM (MUSLIM)

Prayer rooms are available on all ECU Campuses. Please call Security using a Security phone to open the room.

Campus	Building Number	Room Number
JO	Demountable 17g	101
ML	Demountable 15a	10b

PRIVACY

Students are entitled to protection of their privacy. PIBT has security systems, policies and procedures in place to ensure student's personal information is protected.

 Refer to [Privacy Policy](#) for further information.

PROGRESS

Pathway students are required to make satisfactory course progress. PIBT will monitor students' progress each semester and offer intervention strategies for students at risk of unsatisfactory course progress.

 Refer to [Progress Policy](#) for further information.

RECEPTION



Reception staff manage all counter and phone enquires and assist with appointments, SmartRider forms, IELTS, payment of fees, all forms and some OSHC queries. NOTE: Reception does **not** accept cash payments.

RECOGNITION OF PRIOR LEARNING - RPL

RPL is a process which assesses the knowledge and skills a person has gained through previous learning (formal or informal), work experience, training, volunteering and/or life experience.


A request for RPL may result in the applicant meeting the entry requirements for a PIBT course or being granted an Exemption for a unit within a PIBT course.

Students seeking exemption under RPL procedures should complete and submit an RPL Application form before Week 4 of the semester. Applications received after Week 4 will be processed but will not qualify for a fee refund if the student is already enrolled in that unit. Exemptions for Diploma level units are subject to approval from ECU.

  Refer to [Refund Policy](#) and [Recognition of Prior Learning Policy](#) for further information.

REFERENCING

Refer to the reference guide 'How to Reference & How to write a Bibliography' (APA System) contained in your Orientation Bag and available via PIBT Portal. The guide will explain referencing for assignments and group projects.

 Refer to [ECU Referencing Guide](#) and [How to Reference and How to Write a Bibliography \(APA System\)](#) for further information.

REFUNDS

Where a continuing student with a tuition fee credit recorded on their account after Week 4 of semester wishes to obtain a refund, the student must complete a Refund Request Form and submit to PIBT Reception, showing their Student ID card.

Where the student is entitled to a refund of fees under this policy the refund will be paid within four (4) weeks of receiving a written (or online) request from the student. Refunds will only be made by direct deposit (electronic funds transfer) into a bank account nominated by the student on the Refund Request form, or, where fees were paid by credit card, by issuing a credit to that credit card.

A student may cancel their enrolment in a unit or course at any point in time by notifying PIBT in writing. Depending on the timing of the request and whether the student is a FEE-HELP student, cancellation charges may apply as outlined in the Refunds Policy.



Refer to [Refunds Policy](#) for further information.

Refer to [Refund Request Form](#).

Email (for refund enquiries): studentrefunds@pibt.wa.edu.au

RENTAL AGREEMENT

Tenants Advice Service (TAS) provides services and information to tenants. Make sure you read rent agreements/contracts very carefully. Breaking an agreement prior to the expiry date will incur additional costs. The person who signs the contract is legally bound to fulfil all obligations and pay any money owing.

TAS Advice Line: 9221 0088 Monday – Friday: 8.30am-3.30pm



For further information, visit [Tenants Advice Service](#) and [Department of Commerce](#).

RESULT GRADE KEY

Grade	Description	Percentage
HD	High Distinction	80-100
D	Distinction	70-79
CR	Credit	60-69
C	Pass	50-59
N	Fail	0-49
I	Incomplete (Fail)	50-100
P	Pass	
EX	Exempt	
DE	Deferred	
H	Hold (Results not yet available)	
W	Withdrawn	
T	Tuition Only	No credit
CO	Competent	
NC	Not Yet Competent	

SECURITY

Students are advised to carry small amounts of money in cash and to keep important documents (especially passport) in a secure place at all times. Do not leave valuables unattended.

Emergency phones have been placed around each campus for students and staff. Both inside and outside locations have been selected for quick and easy access. Lift the handset and wait for a response; the phone will automatically connect to the Security guard.

If you are alone on campus and need assistance to get to your car, use the Security phones for help.



For further information, visit [ECU Security](#).
ECU Security: 6304 3333

SEMESTER DATES/WEEKS

Morning classes (pathway students): 8:30am – 12:30pm
 Afternoon classes (pathway students): 1:15pm – 5:15pm

Each semester has 12 weeks of contact, a mid-semester break (except semester II) and Exam Week.

 Denotes Mid-semester break: non-teaching week

Sem 1	WEEK		Sem 2	WEEK		Sem 3	WEEK
23/02	1		22/06	1		12/10	1
2/03	2		29/06	2		19/10	2
9/03	3		6/07	3		26/10	3
16/03	4		13/07	4		2/11	4
23/03	5		20/07	5		9/11	5
30/03	6		27/07	6		16/11	6
6/04	7		3/08	7		23/11	7
13/04			10/08	8		30/11	8
20/04	8		17/08	9		7/12	9
27/04	9		24/08	10		14/12	10
4/05	10		31/08	11		21/12 & 28/12	
11/05	11		7/09	12*		4/01/10	11
18/05	12*		14/09	13**		11/01/10	12*
25/05	13**					18/01/10	13**

*Week 12 is Revision Week - classes are scheduled as normal but no new work is given. **Week 13 is Exam Week



Refer to [Important Semester Dates/Year at a Glance](#) and [Semester Timetable Organisers](#).

SCIENCE STUDENTS

For assistance and information about your course, and to speak with Diploma of Science support staff, visit PIBT on ECU's Joondalup campus in Building 8 (level 2).

Alternatively, contact Diploma of Science support staff via phone or email.
 Phone: 6304 5494 (JO campus); 6279 1100 (ML campus)
 Email: diplomaofscience@pibt.wa.edu.au

SMARTRIDER CARDS – CONCESSION FARES ON PUBLIC TRANSPORT

All full-time students are eligible for concession fares on Buses, Trains and the South Perth Ferry.

Student concession SmartRider forms and information guides are available from Reception. Staff are required to authorise students' forms and the cards can be purchased from various Transperth agencies.

Concession fares can only be purchased with a SmartRider card; student ID cards or university cards of any description can not be used to buy student fares as Transperth DOES NOT RECOGNISE any student ID cards as a valid form of ID; you MUST have a concession SmartRider card. If students are found to be using the wrong card by Transperth security, then Transperth will issue a fine of about \$50.00.



For further information, visit [Transperth](#).

SMOKING

Smoking is banned in all ECU buildings and within designated campus areas.

Smoking is not allowed within 5 metres of any building, doorway or air-conditioning vent on any ECU campus.

Smoking is also banned in many public places including cafes, bars, night clubs, restaurants and movie theatres.

Please be aware that many people in Australia find smoking offensive and may ask you to stop smoking or move away.

Please put all cigarette butts in bins provided within campus grounds, and in bins elsewhere in the community. Throwing cigarette butts onto the ground is considered an offence and if caught, you may be fined for littering.

STAFF WHO CAN HELP AT PIBT

Visit Reception and be directed to the most appropriate staff member:

- STUDY – Academic Administrator, Student Records Manager/Course Advisor, Course Coordinators (Business, Communications, and IT) Deputy Academic Director/Learning Advisor, Academic Director (Pathway), Teacher Coordinator (ELICOS) and Director of Studies (ELICOS)
- SUPPORT – Reception staff, Account staff, Student Experience Manager, Student Counsellor

STATEMENT OF ACADEMIC RECORD

A printout of the full Statement of Academic Record will be issued to students at the time of graduation or if withdrawing from PIBT. Students wishing to have a hardcopy issued prior to graduation or withdrawal must make an application at Reception.

Each semester, results summarising performance will be available via the student portal. Access to results can only be obtained by using your Student ID and password. This report will provide details of units studied and your results expressed as a percentage and grade.

STATEMENT OF ATTAINMENT

On graduation, a Certificate student will receive a Statement of Attainment listing all the modules completed as part of that course. If a Certificate student withdraws prior to completing their course, they may request a Statement of Attainment which lists the modules that the student has passed.

STUDENT ID CARD

All students are issued with a Student ID Card at Orientation. The card features a colour photo, name, date of birth and 2 identification numbers; one for PIBT, the other for ECU. The Student ID Card also functions as a library borrowing card. The card is issued free of charge at Orientation and is again issued for free if it expires, or if it is stolen (police report to be provided). For lost cards, there is a small replacement fee.

STUDENT LEADERS

As an extension of our Student Services, all new PIBT students will be offered a chance to participate in the Student Support Program where they can develop a relationship with a Student Leader.

The aim of this is to provide new students with a peer who can help with their adjustment and transition to University level study and life in Australia, by providing support, assistance, encouragement, guidance, friendship and a constructive example.

The program also aims to foster a sense of belonging among students by providing them with a 'buddy' who can help them access vital information and make them feel as if they belong to the PIBT community.

STUDY SKILL SEMINARS

Free on-line study skill seminars are available for students via the student portal. Students can access these materials for self assessment.

Topics include:

- [Essay Writing](#)
- [Oral Presentations](#)
- [Preparing and Writing Exams](#)
- [Referencing](#)
- [Revision and Study Techniques](#)
- [Study Skills and Time Management](#)



Refer to [Study Skills for Students](#).

STUDY TIPS

Get organised and get the grades you want!



Refer to [Study Tips for Students](#) or visit [Student Edge](#).

SUPPORT CLASSES - FREE

PIBT offers a range of FREE support units in English, Computing, Maths and Science. The classes are small and there are no formal assessments. These classes are a great way for you to get some extra advice and help with your work, including assignments. All free support classes start in Week 3 of semester.

See the portal for up-to-date information for each semester.

Remember, these classes are for you, are **FREE** and will help you succeed!

TAX

Income earned from employment is taxable. Students must have a Tax File Number (TFN) to work and must complete a Tax File Declaration form. Forms are available from a newsagent, post office or the Australian Taxation Office:

45 Francis Street
Northbridge WA 6003

Office hours: Monday - Friday 8.30am - 4.45pm

Visit the ATO to talk to staff and pick up a range of publications and brochures. The ATO staff can help you with:

- Your entitlements
- Tax file number
- Tax returns

If you need one-on-one help, you can make an appointment for a personal interview at your nearest ATO by phoning 13 28 61. Or apply for a Tax File Number (TFN) [online](#).

For students who work, a Tax Return is required to be completed at the end of every financial year, i.e. after 30th June.



For further information, visit the [Australian Tax Office](#) (ATO).

TELEPHONE SERVICES

To avoid financial problems resulting from expensive phone bills, be careful about who uses the phone in your home. It is your responsibility and a legal obligation to pay an account which is in your name.

Ask for itemised billing when installing a telephone. It is also possible to place a password on the telephone that will restrict access to overseas and interstate calls.

Purchase a calling card, available from many shops such as the post office and newsagency, to minimise the cost of calls.



For further information, visit [Telstra](#), [AAPT](#) and [Optus](#).

For mobile phones, wireless broadband and calling cards, visit [Talk Down Under](#).

TERMS OF OFFER

The 'Terms of Offer' which accompanies each 'Letter of Offer' forms part of the written agreement between PIBT and the student. By accepting a PIBT offer, each student agrees to meet the conditions set out in the 'Terms of Offer'.

TUITION ASSURANCE

In the unlikely event that PIBT is unable to deliver a student's course in full, the student will be offered a refund of all course money paid to date. Alternatively, the student may be offered enrolment in another course by PIBT at no extra cost. The student has the right to choose which option will be taken.

Where PIBT is unable to provide a refund or place a student in an alternative PIBT course our Tuition Assurance Scheme (TAS) will place the student in a suitable alternative course at no extra cost.



Refer to [Statement of Tuition Assurance](#) for further information.

UNDERAGE STUDENTS (MINORS)

International students under 18 years of age must have appropriate accommodation and welfare arrangements in order to study at PIBT. Students must confirm their accommodation arrangements with the Student Counsellor during orientation.

Any change to accommodation arrangements must be at the discretion of, and authorised by the Student Counsellor. All students under the age of 18 must provide PIBT/Student Counsellor with documents and evidence of suitable arrangements.



Refer to [Underage Students \(Minors\) Policy](#) for further information.

UNIT OUTLINES

Students will be issued with unit outlines at the commencement of each semester. These outlines provide information regarding unit content, assessment procedures and resource requirements. Unit Outlines are also available via the student portal.

UNIVERSITY ENTRANCE

Completion of a Diploma or Advanced Diploma entitles a student to apply for entry to university with Advanced Standing.

Edith Cowan University and many other Australian universities fully recognise university-linked courses for Advanced Standing purposes. International students and a limited number of Australian students will normally be given entry into second year of the specialised programs of ECU and other universities. On completion, students will receive up to one and a half years Advanced Standing on completion of an Advanced Diploma program or one year on completion of a Diploma program.

PIBT staff are available to assist local and international students with the process of admission to Edith Cowan University and a range of other Australian universities. Students should discuss and finalise the admission process with the PIBT Academic Administrator well in advance of the admission date.

VISA CONDITIONS

International students are required to satisfy all conditions set out on their Australian visas. PIBT are required by law to report students who breach their visa conditions.

Reporting may result in cancellation of the visa and restriction from returning to Australian on a student visa for three years.



For more information, visit [Department of Immigration and Citizenship \(DIAC\)](#).

WITHDRAWING FROM A COURSE

New students who wish to withdraw from their course prior to commencement of semester are required to notify PIBT in writing. Financial penalties may be incurred.

Current students who wish to withdraw from their course should make an appointment with the Academic Administrator. Students are required to complete the Course Withdrawal form to finalise the process.

Financial and academic penalties may be incurred.



Refer to [Enrolment Policy](#) and the [Refunds Policy](#) for further information.

WITHDRAWING FROM A UNIT

A student who informs PIBT in writing of withdrawal from a unit before Week 10 shall receive a grade of 'W'. A student who withdraws from a unit in Week 10 or beyond shall be deemed not to have completed the unit and will be deemed to have failed the unit. Where such withdrawal has the approval of the Academic Director a grade of 'W' may be awarded.

Where a student is unable to complete all the requirements of a unit as a result of illness or other circumstances beyond the student's control, the Institute may:

WITHDRAWING, cont...

- Approve withdrawal without penalty and delete reference to such withdrawal on the student's academic record
- Approve withdrawal without penalty and award a grade of 'W' for the unit
- Specify requirements for the completion of the unit



Refer to [Enrolment Policy](#) and the [Refunds Policy](#) for further information.
Refer to [Enrolment Variation Form](#).

WORK PERMITS

See 'Employment' and 'Tax'.

Disclaimer of Liability

The PIBT 2009 Handbook is designed for use by current PIBT students and staff. Whilst every effort has been made to ensure the information is correct and up-to-date, PIBT makes no warranty, representation or undertaking (express or implied) with respect to the information contained herein.

PIBT disclaims all liability for any loss, damage or injury (howsoever caused) through the use of this product or the information contained herein.