



THE UNIVERSITY
of ADELAIDE
COLLEGE

The University of Adelaide College

STUDENT GUIDE

The Preferred Pathway Provider
to the University of Adelaide

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The University of Adelaide College

STUDENT GUIDE

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WELCOME



Welcome to the University of Adelaide College, and congratulations on commencing your study with us.

We look forward to providing you with an education that prepares you to be successful at the University of Adelaide. Our partnership with the University of Adelaide offers you an opportunity to access a full range of University facilities, and to study course content overseen by University academics. This offers you the opportunity to immerse yourself into campus life.

The University of Adelaide College provides you with a learning environment where you are respected, guided, and encouraged to reach your maximum potential and achieve your goals, while preparing you to face the challenges of university life.

All students beginning a program of study at the University of Adelaide College undergo a period of adjustment. It is important to remember that you will not be alone in finding College life new, difficult, and challenging. Remember that College support staff are here to help you while you settle into life in Adelaide.

I am sure your experience at the College will be a rewarding one, and you will make lifelong friends as you receive a thorough preparation for university life.

I wish you all the best with your studies.

A handwritten signature in black ink, appearing to read 'Siobhan Guy'.

SIOBHAN GUY

National Campus Director
The University of Adelaide College



ACADEMIC PROGRAMS

Foundation Studies

Overview

The Foundation Studies Program (FSP) is specifically designed to meet the needs of academically able international students who wish to gain entry to bachelor's programs at the University of Adelaide. The objective of the program is to provide a pathway for international students to enter the University of Adelaide as undergraduates. Students are enrolled as University of Adelaide students with provisional admission to the bachelor's program of their choice, conditional upon adequate scores in the Foundation Studies Program.

The aims of the program are to offer students who wish to enter the University of Adelaide and who otherwise are not eligible for direct entry, a thorough preparation for their program at the University by:

- Giving them the appropriate communication, thinking and technical skills necessary for the tertiary context
- Providing a foundation of knowledge in certain desirable/prerequisite academic courses.

By providing these two services, the program gives international students a thorough foundation on which to build their undergraduate studies, thus maximising their chances of success at university.

Program structure

The Foundation Studies Program offers a range of subjects that assist students in gaining the skills necessary for tertiary learning. All of our students are required to study "English for Academic Purposes" and "Critical Thinking". These subjects teach students about thinking and communication, enabling effective and creative participation in undergraduate programs, and are necessary for success at university.

Some bachelor's programs have prerequisite subjects that must be passed prior to first year study at university. The Foundation Studies Program has been developed with this in mind. Students are placed in a stream that fulfils the entry requirements of the bachelor's program they have selected and are provided with the right preparation for entry into the degree.

Progression

The student's final grade for the year consists of the average of all five subjects the student has studied. This average determines whether the student may progress to university. The scores required for entry into the University of Adelaide can be found in the Undergraduate International Prospectus.

Progressions requirements:

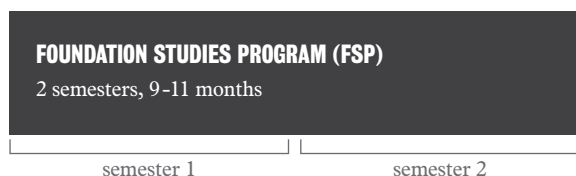
- Achieve an average of 70% of all five FSP subjects
- Have an average score of greater than 50% in English for Academic Purposes.
- Meet additional and pre-requisite requirements for certain bachelors (page 100-105 of the Prospectus).

During your Foundation year you will receive help from the Student Services Coordinator with your choice of undergraduate programs. You can change your bachelor's destination on completion of FSP as long as you meet all progression requirements. In the final months of FSP you will be invited to attend the Transition Fair where you will be able to consult with University Faculty staff with regards to your bachelor degree choices, back up bachelor's, double and combined degrees, degree structure, and internal transfers.

Attendance

FSP student attendance is monitored by the College and there is a warning system in place. Poor attendance may lead to non-progression and enrolment/visa cancellation, therefore you are expected to attend 100% of your classes.

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The University of Adelaide



Degree Transfer Program

Overview

The Degree Transfer Program (DT) is designed to facilitate transfer to the second year of the bachelor's degree. It consists of the first-year course material relevant to the bachelor's degree at the University of Adelaide. Individual course outlines are identical to those at the University. Students study the same material as first year University students and sit for the same exams in the same venues under the same conditions.

Classes, however, are smaller, there are more hours per week, and English language support is offered throughout the program. Students are in their own special classes and tutorials in the case of Business, and tutorials only in the case of Engineering, Computer Science, Science and Health Science.

The program offers:

- A seamless transition and guaranteed entry to year 2, upon graduation
- A wide variety of courses, identical to those offered by the University of Adelaide
- Small class sizes, with individual guidance and support
- Language and academic skills through additional full year Language for Study course
- Access to Business, Science, Health Science, Engineering & Computer Science programs
- On-campus lectures, practicals and workshops for non-business stream students

On successful completion of the program, students then move into the second year of the bachelor's degree with the broader student population at the University of Adelaide.

Program Structure

There are three programs on offer at the College that vary in length as per students' requirements:

Degree Transfer Extended

The Degree Transfer Extended is split into three semesters: the bridging semester, semester one and semester two. In the bridging semester students study five courses especially designed to give students excellent background knowledge and preparation for the courses in their chosen degree.

Degree Transfer Standard

Allows students with sufficient English and academic qualifications to immediately commence the first-year University of Adelaide curriculum with additional support.

Degree Transfer Accelerated

The Degree Transfer Accelerated is an intensive program available for all business bachelor's besides finance, allowing students to gain entry into the second year of their selected bachelor's program at the University of Adelaide in approximately nine months.

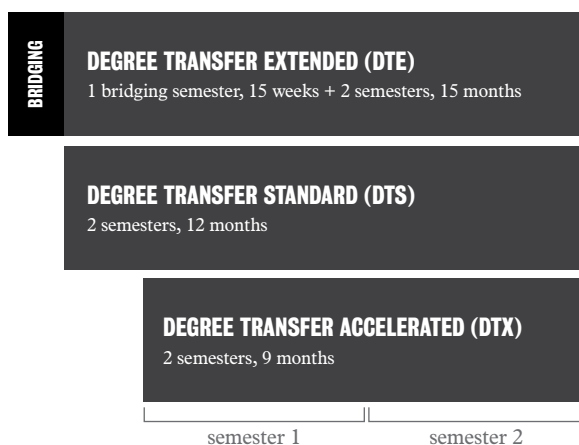
Progression

In order to progress from Degree Transfer Bridging to Degree Transfer, students are required:

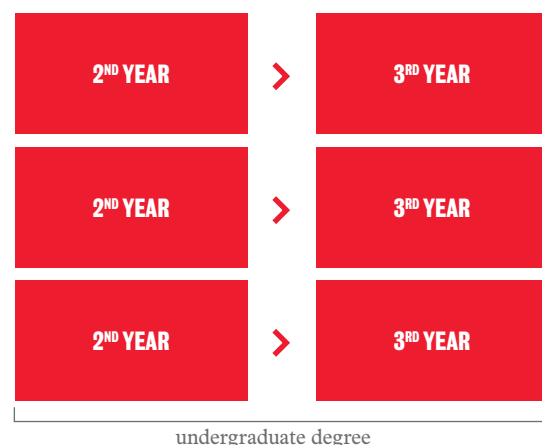
- To pass 4 out of the 5 courses
- Have an average score of greater than 50%.

Students who do not meet this requirement may be allowed to undertake an additional semester (Semester 3) at the University of Adelaide College, where they will repeat up to four courses. It is important to note that Semester 3 may not be used to enrol in a reduced study load in the first two semesters.

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Pre-Master's Program

Overview

The Pre-Master's Program (PMP) is designed to facilitate transition to the second semester/trimester of the master's degree. It consists of an integrated program of bridging material relevant to the master's degree at the University of Adelaide. In the University semester/trimester of the Pre-Master's Program, students study the same material and sit for the same exams as they would at university.

English language support is offered throughout the Pre-Master's Program. The College will provide extra tutorial support to students for credit bearing courses in the University semester/trimester of the program.

The Pre-Master's Program places emphasis on student learning in a tertiary context. At the conclusion of the program students are able to:

- Find creative solutions to real world problems;
- Display self-awareness and, demonstrate critical thinking and problem solving in the academic and discipline-specific areas covered by the courses of study;
- Learn and study both independently and collaboratively as part of a team;
- Cope with the demands of a tertiary study environment and with the educational materials utilised in the master's degree; and
- Use their research and communication skills necessary to undertake postgraduate studies.

Program structure

Pre-Master's Extended

The extended program consists of one bridging semester/trimester of preparatory skills and knowledge delivered by the College, and second semester/trimester of coursework delivered by the University.

Pre-Master's Standard

The extended program consists of one semester/trimester of coursework delivered by the University.

The Pre-Master's Program further provides English Language support to students in the PMP program. Upon successful completion of the PMP program, students will progress to the University, and receive credit for the second semester/trimester PMP courses.

Progression to University Semester/Trimester of the Pre-Master's Program

Students will need to achieve an overall pass (50% or more) in the Bridging semester/trimester and a pass in Academic English A to be eligible for progression to the University semester/trimester of the Pre-Master's Program. Students will also need to achieve at least one of the following requirements during the Bridging semester/trimester to be eligible for progression:

- A pass in all of the courses in the Pre-Master's Program, or
- A pass in four courses (with one of these courses being Academic English A), or
- A pass in three courses (with one of these courses being Academic English A), a result of more than 45% in the fourth (4th) course and a result of more than 40% in the fifth (5th) course.

Students who do not fulfil the above requirements will only progress to the University semester/trimester of the Pre-Master's Program on a case-by-case basis and with special permission from the College. Students who are enrolled in the Arts and trimester-based destinations in the October intake and do not fulfil the above requirements, will not be able to re-start the program in the subsequent Bridging semester in the March intake. This is due to Arts and trimester-based destinations being offered only in Semester/ Trimester 1 of the academic year by the College.

Progression to the University of Adelaide

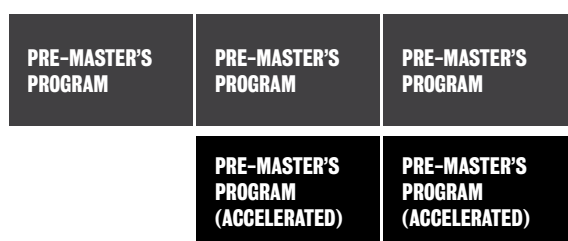
To progress to the chosen Master's degree at the University, students will need to achieve a pass (50% or more) in Academic English B as well as a pass in:

- All four University-selected courses in semester-based programs.
- All three University-selected courses in trimester-based programs.

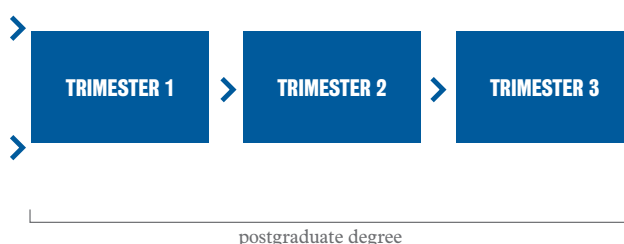
Students who do not fulfil the requirements to progress to the master's degree at the University (that is, students who fail in one or more courses in the University semester/trimester of master's degree at the discretion of the appropriate school or faculty.

Students who do not fulfil the requirements to progress to the master's degree at the University on first attempt will have the opportunity (depending on the master's destination) to repeat those courses they did not pass.

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General Academic English Program

Overview

The General Academic English Program (GAE) equips students with the required English language skills for entry to the College pathway programs: Foundation Studies Program, Degree Transfer Program and Pre-Masters' Program. Students in GAE develop their knowledge and use of English as well as the academic skills required to be successful in their pathway program and in all their future learning.

Program structure

GAE comprises of various courses with different durations. GAE courses take into consideration the students' different learning and English abilities, and are designed and delivered by highly qualified academics.

The classes are designed to engage students during class time, extend their learning outside class time and challenge them to achieve their best.

GAE students are expected to be active and participate in all class activities to improve their English understanding and skills in preparation for future study.

Students are also encouraged to interact with students outside of their cultural background to maximise their social and learning experience.

Students who are actively involved in their classes and work with their teachers to improve their skills are better equipped for their pathway and university learning experiences.

GAE classes provide students a safe, interactive and open learning experience to facilitate their growth both as individuals and as language learners.

Progression

A minimum of 50% must be achieved in each level for a student to pass to the next level.

Detailed assessment schedules and task information sheets are updated and posted online regularly. Hard copies can be obtained at the College.

Should a student fail to achieve the required 50%, they will be assisted in modifying their study plan to repeat the failed level in order to progress. A maximum of two repeats per level applies.

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GENERAL ACADEMIC ENGLISH



FOUNDATION STUDIES /
DEGREE TRANSFER /
PRE-MASTER'S PROGRAM



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GETTING STARTED

The basics

When you receive your offer letter from the College you can start getting ready to be a student. It is a good idea to complete these administration tasks as soon as possible, and you can even do some before arriving in Australia. We will help you complete these during your orientation, so don't worry if you haven't done them. Look out for your welcome email from the University which will help you get started.

ID number and password

Your student ID number (also known as your username) and your password will be used to access University and College services and online learning systems. You can find your student ID number on your confirmation of enrolment (CoE) letter. Once you have this, you can make your own password by using the University's Password Manager and activating your account. You can use Password Manager any time to change/reset your password and update your personal email address/mobile number (which you will need to reset your password). Do not share your password with anyone. Password Manager is accessible at password.adelaide.edu.au

Email

Email will be the main way you communicate at the College and University, and most likely throughout your career. All important information is sent to your student email account. This could be information about your fees, events, and assessments from your teachers. If you don't check your student email account every day, it could negatively impact your enrolment and your studies. Make sure you activate your email account via the link at adelaide.edu.au/student

Access Adelaide

All students are required to complete the checklist on Access Adelaide. This is where you will provide us with your personal information. Once you have entered all your information, you will be asked to enrol in courses. Do not enrol or change your enrolment. As College students, we help you out by completing this for you.

Important reminder

If you hold a student visa and you change your address, your visa conditions require you to provide us with your new address details within seven days. You can update your address (and all personal details) through your Access Adelaide account at access.adelaide.edu.au

Remember that you can also check your own visa conditions at the Department of Home Affairs' Visa Verification Entitlement Online website: immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online

Useful Apps

UA Student is the University of Adelaide's student app. The app is available on Android and iOS devices. DT & PMP students will be able to see University courses in the timetable section of the app. Just remember that College tutorials will not be viewable here (you'll receive these separately). The app also features a map to help you navigate the campus. 'Canvas Student' and 'Echo360' are useful learning apps for DT & PMP students.

Orientation

All students are required to attend orientation at the College. You will learn how to be successful and have a good time, you'll meet new friends, and you'll finalise your enrolment and get your timetable. Any information that you can't remember from orientation can be found here college.adelaide.edu.au/orientation. The online orientation is not a substitute for attending the event.

Identification card

You should always carry your student identification (ID) card with you. It gives you access to printers, borrowing from the library, and also lets you access University buildings after hours. Getting an ID card is free, you just need to make sure you have completed your Link to access.adelaide.edu.au. Once you have done that, go to Ask Adelaide with your passport, and they will make your ID card.

If you lose your card, you will need to order and pay for a replacement card online.

It is also important to carry your student ID card when you are travelling on public transport. If you are using a student ticket, you may need to show your ID card. You might be fined if you don't have it with you.

You can also use your student ID to receive student discounts all over Adelaide and Australia.

Timetable

You will receive your timetable at the end your orientation. Access Adelaide & the UA Student app have a timetable viewer, but this only shows University run classes (only for DT & PMP students). You will need to follow the timetable provided by the College as it will have additional classes.

Key dates

Every program at the College has different dates. These are available at college.adelaide.edu.au/admissions/academic-calendar, and will also be emailed to you when you start your program. Check these dates to find out when you have exams, graduations, and importantly, when you have breaks.

Fees

When you have any fees to pay, you will receive the invoice in your student email account. It is important to check your email regularly and to pay invoices on time to avoid late fees. If you have any questions, you can ask Reception at the College (Level 2, 132 Grenfell Street).





STUDYING AT THE COLLEGE

Opening hours

The front door of 132 Grenfell Street is open
7:30am - 5:30pm

If your class finishes after 5:30, you are still able to exit the building by pressing the door release button (located to the right of the door).

Student Conduct

The Student Code of Conduct and the Electronic Media Policy exist to inform University of Adelaide College students of the expectations of the College regarding student conduct. This includes general behaviour as well as following requirements for assignments and examinations. Students are expected to be committed to their studies, interact in a positive and respectful manner with both staff and students, and operate in an ethical fashion. This policy also provides details of the possible consequences to students if they are in breach of the Code of Conduct.

Under 18 students

If you are under the age of 18, Australian law considers you to be a minor and the University of Adelaide College takes special care in your welfare and development. Under 18 students are required to meet with a staff member (usually one of your class teachers who is assigned to you on arrival) every two weeks so that we can check everything is going okay. Student Services works to ensure that you are managing well in your new environment with respect to your accommodation, finances, friendships, health and studies. We will also contact your family on a regular basis. The University of Adelaide College takes its responsibility to take care of under 18 students seriously, and regular checks are made to ensure that you have the best experience you can.

The Australian Department of Home Affairs requires that students under the age of 18 live in accommodation approved by the University of Adelaide College. This approved accommodation is exclusive to homestay or an apartment where prior arrangements have been made with management for extra supervision. Under 18 students are not permitted to live in independent rental accommodation until they are 18 years of age.

It is College policy that under 18 students do not stay away from their approved accommodation overnight. If you do wish to stay out overnight or wish to travel at any time while you are under 18, you must obtain permission from the Student Services Coordinator (Under 18). You will be required to supply details of your trip and who you will be travelling with. Do not make any bookings until you have received approval.

For any questions related to being under 18, email collegeunder18@adelaide.edu.au.

Textbooks

While you are at the College you will require a mix of free and purchased books. You will be told about which books you will need during your orientation or in your first classes.

GAE – You will receive a free textbook.

FSP – You will need to buy books during orientation week at the book collection session.

DT/PMP – You will need to buy your books at booktopia.com.au

Where to study?

As College students you have access to a great range of places to study. At the College's 132 Grenfell Street campus, you can use the student computer room, group project room, and any classrooms that are free.

The University's Hub Central and Barr Smith Library have many options, depending on how you want to study. If you are looking for a place to do group work (and don't mind a bit of noise) Level 4 of Hub Central is a great choice. Level 3 of Hub Central is a bit quieter and has a number of project rooms that can be booked here. If you prefer a quiet place to study, Levels 1 and 2 of the Barr Smith Library have individual study cubicles. If you want total silence the Barr Smith Reading Room is the perfect place. Hub Central can be accessed 24 hours a day. At night (7:00pm – 7:00am) you can only enter the Hub by swiping your student card. Its high use and added security also make it the safest place on campus at night.

Another great place to study is the State Library of South Australia, which is close to the University on North Terrace. Quiet study areas and computer access are free for you to use. There is also the Adelaide City Library in Rundle Place.

Computers, Smartphones & Wi-Fi

Many things you do at the College & University will be done online. This includes official communications, keeping your information up-to-date, and most of your course work. The University provides free Wi-Fi to all students, which you'll be able to connect to with any of your devices. There are guides on how to connect on the Uni's website, and if you get stuck, you can visit Ask Adelaide on Level 3 of Hub Central and either the Hub Crew or the Tech Crew will be able to assist you.

You also have access to computers at the University, with many available in Hub Central and the Barr Smith Library. The computers in Hub Central are accessible 24/7.

Here is some terminology you will hear:

- Access Adelaide is where you maintain your personal details
- MyUni is the online learning management system for DT & PMP students. This is where you will find all your learning materials, submit assignments and interact with your teachers and classmates.
- eCollege is the online learning management system for FSP & GAE students.

Printing

Each semester you get \$18 of printing credit for free.

If you want to check your balance, or top it up, you can login to the Uni's student portal. When you want to print anything, you can use the photocopiers in Hub Central, Barr Smith Library, or level 2 at the College.

Student Visa Requirements

There are some things you need to understand about your Student Visa and its conditions in Australia:

1. Your student visa is a commitment with the Australian Government and with the College to be a genuine student. If you have an approved visa, it means the Government and the College will expect you to perform satisfactorily, attend your classes, and comply with the rules of the College.
2. As an international student in Australia, you are allowed to work part-time. You can work a maximum of 40 hours per fortnight while your course is in session (full-time during official course breaks), however you must prioritise your studies.
3. You must maintain satisfactory course progress and attendance. Everybody gets sick, everybody has emergencies, and for that reason you are allowed to miss up to maximum of 20% of your classes when you are on a student visa.
4. You can apply for a leave of absence, but you must let the College know and submit documents to confirm your circumstances.
5. You need to have valid health insurance (OSHC) during your whole stay in Australia.
6. You must provide your address, phone number and email via Access Adelaide. You must update these details within 7 days if they change.

SUPPORT

Academic Support

You have the benefit of access to University support programs, as well as extra support from the College. As an experienced learner you are expected to be responsible for your own learning and seek help when needed. If you're not sure where to start, the best thing to do is ask your teacher.

Teacher/Tutor Assistance

Teachers are happy to provide you with individual help outside the class. The first thing you should do is make an appointment to see them (you can do this in class or via email).

If you need extra help with English, you can book a time with the Resource Coordinator in Room 111 at 132 Grenfell Street.

The Tutor Assistance Program (TAP) is available to FSP students for subject-based support. TAP is most effective if accessed on a regular basis and we recommend scheduling in sessions to your timetable if you require assistance on an ongoing basis.

Maths Learning Centre (MLC)

The MLC is available to DT & PMP students to help learn and use mathematics in order to be successful. The MLC is a relaxed place where you can come to talk with friendly tutors about learning and using maths for your coursework. You don't need to be studying maths or need an appointment, just drop in! The MLC aims to help you develop the confidence and skills you need to be successful. More details and online resources are available at adelaide.edu.au/mathslearning. The MLC is located on Level 3 of Hub Central.

Writing Centre (WC)

Also located on Level 3 of Hub Central (next to the MLC) is the Writing Centre. This is another resource for DT & PMP students to get academic learning and language support and resources for courses at the University of Adelaide. They provide help with reading, writing, note taking, and referencing techniques for success at university. Just remember that the staff won't check your work for grammatical errors or edit your work for you. Instead they will help you learn the skills to do this yourself. More details and resources are available at adelaide.edu.au/writingcentre.

Peer Assisted Study Sessions (PASS)

PASS is a student-run study group that is available to DT students to gain extra support. Attending a PASS session is also a great way to network and meet other students studying the same thing. More details are available at adelaide.edu.au/pass

Student Services staff

Ask us, we're here for you. Student Services staff are located on level 2, 132 Grenfell Street.

We can help you with the following:

- Academic / classroom problems
- Course counselling and selection
- Degree choices
- Time management and dealing with study pressures
- General study and motivation assistance
- Personal issues
- Legal assistance

To see Student Services staff, you can drop in or make an appointment at Reception on Level 2, 132 Grenfell Street.

The College staff work to help you with any problem. If the problem is still unresolved, you are able to speak with an outside person. You may ask for an interpreter at any time. Any issues you discuss will remain confidential and private with the person spoken with, whenever and wherever possible. The staff member spoken to will advise you of the next step to resolve your issue. Some issues may need to be raised with parents and/or caregivers if your safety or the safety of others is in danger.





Counselling Support

Sometimes problems can get in the way of achieving your goals and enjoying your time at school and in Australia. At these times it can be helpful to talk with a counsellor.

You can talk with our counsellors about a wide range of issues, big or small.

Counsellors can help you to:

- Manage stress
- Deal with family issues
- Develop strategies to cope with mental health conditions such as depression, panic and anxiety
- Manage reports of sexual violence and ongoing care for survivors
- Work through relationship issues
- Cope with grief and loss
- Help regain your motivation to be successful
- Manage critical incidents and personal emergencies.

All our counsellors are available to students from diverse backgrounds including our students who identify as lesbian, gay, bisexual, transgender, transsexual, queer, intersex (LGBTI).

Our School Counsellor is a professionally trained, experienced social worker with significant counselling experience and an understanding of how university works.

Our University of Adelaide Masters of Counselling & Psychotherapy Interns are also experienced in counselling and the university context.

Your counsellor will treat you with respect and take your concerns seriously. Whatever you and your counsellor discuss will be treated with professional confidence – even the fact that you have attended counselling support is treated confidentially.

You can book an appointment in person with any member of the Student Services team, by phoning College Reception +61 8 8313 3430 or by booking online.

School Counsellor (Mandarin speaking):
studentsupportadelaide.simplybook.me/v2

Intern Counsellors: studentwellbeingandsupport.simplybook.me/v2/#book

Student Life Online

The University has a lot of online resources to support you during your time as a student. You can find out more at adelaide.edu.au/student/life

What Messes With Your Head?

A safe online space written and designed by students, for students, dealing with all the things that might mess with your head while you're at University. From fashion and shopping advice, book and film reviews, dealing with your parents' divorce, through to managing assignment deadlines and juggling work with study, if it messes with your head, you'll find it on the blog. Join the conversation: blogs.adelaide.edu.au/what-messes-with-your-head.

UniThrive

Positive psychology isn't just about staying positive. Find useful tips and resources about how to study more effectively, manage stressful situations, and maintain your wellbeing throughout your studies. Designed in collaboration with the University's counselling team, and our mascots Brainy and the Sheep, UniThrive will help you thrive. There's even an app for that: blogs.adelaide.edu.au/uni-thrive.

Health and Relationships

Whether it's navigating the Australian healthcare system, making new friends in Adelaide, or finding an answer to that question you're too embarrassed to ask your doctor, Health and Relationships is your one-stop-shop for advice, information, and resources aimed at helping you stay healthy and connected at University: adelaide.edu.au/student/health-relationships.

Mental Health Awareness

The University and College are committed to the health and wellbeing of our students and aim to maximise opportunities to support a positive and successful University experience. To find out about available services, targeted events, and policies, check out our website: adelaide.edu.au/mental-health-awareness.

Safer Campus Community

A safe campus is everyone's responsibility. You can help to ensure your campus is safe by playing a role in looking out for your own safety, and the safety of others. Find out how you can contribute to creating a safer campus community at: adelaide.edu.au/safer-campus-community.

Complaints & Appeals

If you are unhappy about a decision or action by a University of Adelaide College staff member, we will do our best to help you resolve the issue. For details and further information about our Complaints & Appeals Policy, please visit college.adelaide.edu.au/about/policies-and-procedures.

The types of complaints we can help you with are:

- Academic decisions
- Administrative decisions, services or facilities
- Unfair treatment
- Harassment and discrimination

Grievance Resolution Procedure

There are generally four stages to the Student Grievance Resolution process:

Stage 1 - informal discussion - directly approach the person concerned to discuss the issue.

Stage 2 - lodge a complaint - if the issue cannot be resolved informally, follow the process in the complaints and appeals policy. If you require help from outside the College with this then you can contact:
Office of the Training Advocate trainingadvocate.sa.gov.au

Stage 4 - external review or appeal - if you are not satisfied with the College's complaints procedure then you can contact: The Commonwealth Ombudsman ombudsman.gov.au

Changing Degree

Your bachelor or master's destination will determine a study plan and course enrolment (subjects) you will have in the pathway program. In the first week of classes, you may decide that you made the wrong choice and you may wish to explore your other options. The Student Services staff at the College can guide and advise you on your options and the best time to make a change.

Your options often depend on the subjects you passed in the last year of high school (prerequisite subjects for your chosen destination). First, check if you met the prerequisites for your preferred degree and if unsure, speak to Student Services. If your preferred degree requires you to change your course-enrolment (subjects), it will only be allowed in the first week

of classes.

If you are an international student then you need to be aware that transferring to a different degree may have an impact on your Confirmation of Enrolment (CoE) and visa. However, this does not mean that you cannot change to your preferred degree.

Policies

Both the College and the University have a range of student related policies that contain information that you may need to access during your time as a student. They can be found here:

University of Adelaide College - college.adelaide.edu.au/about/policies-and-procedures

University of Adelaide - adelaide.edu.au/policies

SAFER CAMPUS COMMUNITY

The University and College are dedicated to providing a safe and respectful environment for all students and staff. As part of this community, you can help us by demonstrating this behaviour, and looking out for the safety of others.

Respect

At the University of Adelaide College everyone has the right to participate without harassment, discrimination, bullying or victimisation. If you feel uncomfortable or unsafe, see Student Services at the College. The College takes reports of inappropriate, concerning or threatening behaviour very seriously. The University of Adelaide's Safer Campus Community website provides a range of services and responses to assist you, and all the information you need to know about what behaviour is unacceptable and who to go to if you need advice or support. More information can be found at adelaide.edu.au/safer-campus-community.

You should make yourself familiar with the College's harassment and bullying policies at college.adelaide.edu.au/about/policies-and-procedures

Bystanders

If you witness a problematic situation, you are encouraged to be an active bystander by speaking up or stepping in to disrupt the situation or keep it from escalating. By doing this you can help create a safe and inclusive environment.

Some easy tips to help you be a responsible, active bystander include:

Step up

- Be aware of situations around you
- Assume responsibility if you see a situation that is problematic
- See yourself as being part of the solution to help
- Don't assume that it's just someone else's problem

Speak out

- Let the problematic person know that what they are saying or doing is inappropriate
- Talk to the person affected to make sure they are okay
- Offer suggestions to help, for example someone to speak to

Stand strong

- Be confident that helping someone in a difficult situation is the right thing to do
- Take action but be sure to keep yourself safe
- Take responsibility for your actions
- Call out your friends if you see them behaving in a way you know isn't right

Consent Matters

Sexual assault and sexual harassment is not acceptable and the College has zero tolerance for sexual violence of any kind.

To support a respectful and inclusive environment it is important that you understand what consent means and how to negotiate respectful sexual relationships.

Students are provided with face to face Sexual Health and Safety workshops shortly after arrival and access to online consent matters training as well. If you feel that you missed this training, please contact a member of the Student Services team immediately.

If you experience sexual violence there are trained first responders at the College to help you and discuss the options available if you want to make a report.

University of Adelaide security

The University has security officers who are available 24 hours 7 days per week. If you need immediate assistance on the University of Adelaide campus, you can contact them on 8313 5444.

Security escort service

If you are studying late at the University, there is an after-hours shuttle bus service that will take you up to 2.5km from the university campus. More info: adelaide.edu.au/infrastructure/campus-services/security

Reporting of security incidents

Report all security incidents immediately. Prompt reporting may enable offenders to be identified and help to reduce the likelihood of future incidents. All reports can be treated confidentially.

If you have private property stolen on the College or University premises you should inform staff at the University of Adelaide College. They will advise you on the action to take.

If you find unclaimed property on the University of Adelaide College campus, take it to Reception on Level 2, 132 Grenfell Street. If you find unclaimed property on the University campus, take it to the Security Office.

EMERGENCY CONTACTS

If you are in a life-threatening emergency please call Ambulance, Fire or Police on 000

Other emergency contacts are:

University of Adelaide College

- Emergency number: 0400 807 815

Rape and sexual assault

- Police: 000
- Yarrow Place rape and sexual assault service: 8226 8777
- National sexual assault, domestic family violence counselling service - 24 hours: 1800 737 732 (1800 RESPECT)

Domestic violence

- Domestic Violence Helpline: 1800 800 098
- Police: 000
- Crisis Care: 131 611
- National sexual assault, domestic family violence counselling service - 24 hours: 1800 737 732 (1800 RESPECT)

Suicide and mental health emergencies

- Mental Health Triage Service 24-hour service: 131 465
- LifeLine 24-hour phone counselling: 131 114
- Local Hospital Emergency



DEPARTMENT	PHONE	EMAIL ADDRESS
PRE-MASTER'S PROGRAM	8313 2357	collegemp@adelaide.edu.au
DEGREE TRANSFER	8313 8074	collegedtp@adelaide.edu.au
FOUNDATION STUDIES	8313 9806	collegesp@adelaide.edu.au
ACCOMMODATION & ADMINISTRATION	8313 3229	collegeaccommodation@adelaide.edu.au
RECEPTION	8313 3430	collegereception@adelaide.edu.au
UNDER 18s	8313 0504 0429 536 190	collegeunder18@adelaide.edu.au
ADMISSIONS & ENROLMENTS	8313 8076	college@adelaide.edu.au
COLLEGE 24/7 EMERGENCY	0400 807 815	

FOR FURTHER ENQUIRIES

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-  youtube.com/theuniversityofadelaidecollege

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