The University of Southern Queensland Sydney Education Centre (USQ SEC) is committed to excellence in teaching, learning and research. This commitment is supported by quality student administration services and assistance.

About USQ Sydney Education Centre (USQ-SEC)

USQ Sydney Education Centre (USQ SEC) has its teaching and administration facilities located in Bellevue Street, Surry Hills, close to the heart of Sydney’s Central Business District. USQ SEC is within walking distance to the city’s main transport, education, sports, government and tourist facilities.

The USQ Sydney Education Centre in association with Canterbury Institute of Technology (CIT), facilitates a number of USQ undergraduate and postgraduate programs at its facilities. These programs are in high demand in both the domestic and international employment markets. Weekly lectures and tutorials are scheduled for each course and are held in classrooms or computer laboratories. The academic staff located at USQ SEC have years of professional and academic experience and all appointments are approved by USQ. USQ staff from the Toowoomba campus also visit USQ SEC regularly to conduct academic workshops and undertake student counselling.

USQ SEC provides students with a wide range of academic and welfare support services. New students are encouraged to attend the Orientation Program conducted at the beginning of each semester where details about living and studying in Sydney are provided.

The University of Southern Queensland intends to cease third party arrangements at USQ Sydney Education Centre (SEC) from March 2018. Applicants who choose to commence studies with USQ SEC in 2017 will be given the option, where possible, to transfer to study directly with USQ at our new Sydney Campus opening in late 2017 (or any other USQ Campus), or will be provided assistance by USQ to find an alternative course and provider with whom they can complete their study requirements.
USQ SEC has an in-house Resource Centre where a limited number of textbooks are available for reference. Students have access to the USQ online library to view electronic books and online journal databases. Students are also able to borrow books from other universities under the ULANZ (University Libraries of Australia and New Zealand) borrowing scheme: http://www.caul.edu.au/caul-programs/ulanz

USQ SEC prides itself in offering excellent student support services, a welcoming environment for students and affordable study costs. USQ SEC looks forward to assisting all its students in achieving their educational goals and preparing them for the challenges ahead.

About the University of Southern Queensland (USQ)

The University of Southern Queensland is an Australian and Queensland Government-accredited University.

USQ has built a reputation for offering quality academic programs that are recognised worldwide by other higher education institutions, employers and internationally accredited professional bodies.

USQ is on the Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and must comply with a National Code of Practice. The Code sets strict requirements for all CRICOS-registered providers, programs and courses.

Programs offered at USQ SEC in association with the University of Southern Queensland

- Bachelor of Information Technology (BITC)
- Bachelor of Business & Commerce (BBCM)
- Master of Information Systems (MISP)
- Master of Professional Accounting (MPAC)
- Master of Business Administration (MBAD)
- Graduate Certificate of Business (GCBU)
- Graduate Diploma of Business (GDBZ)

Applying to study at USQ- SEC

- Candidates must be at least 18 years of age to apply for programs offered at USQ SEC.
- Carefully read the required academic qualifications including USQ’s English language requirements: http://policy.usq.edu.au/documents/14707PL
- Please review USQ’s admissions policies and procedures: http://policy.usq.edu.au/documents/1325PL
- Complete the application form ensuring all sections of the form are completed.
- Attach all your academic transcripts to support your application. Please ensure these are certified true copies. https://www.usq.edu.au/study/international/apply/certified-documents
- If you would like to apply for exemptions for past studies because you have completed a post secondary qualification. Please provide details of the material/content of the course you studied as well as a certified copy of your qualification.
- Please ensure that you provide all the required supporting documentation with your application. Incomplete documentation will delay a decision about admission to your chosen program and could mean that you miss out on an opportunity to study at USQ SEC.
- Forward your completed application form and certified copies of results to USQ’s representative or post to:

Admissions Office
USQ Sydney Education Centre
Level 1, 29 - 35 Bellevue Street
Surry Hills, NSW, 2010
AUSTRALIA

Nguyen Hung Son Nguyen
Country of Origin: Vietnam
Program: Bachelor of Information Technology

I chose to study at USQ SEC because of the reasonable fees for international students, the convenient location and USQ SEC’s good reputation
Bachelor of Information Technology (BITC)

CRICOS code: 045086F  
Duration: 3 years full-time  
Mode of study: On-campus USQ SEC  
Start: February, July or November

Entry requirements

Candidates must have an Australian Higher School Certificate (Australian Year 12) or equivalent. Applicants must meet University English Language Proficiency requirements for undergraduate studies (IELTS 6.0 - no component lower than 5.5 or equivalent) and have a Year 12 Maths A or equivalent.

Program aims

The Bachelor of Information Technology is a vocationally-oriented program which emphasises problem solving through the use of information technology. This program focuses on the effective analysis development and management of information and communication technologies in organisations. The program’s foundation is designed to provide students with knowledge and skills in key areas of IT as well as professionally relevant knowledge, qualities and skills in such areas as problem solving, project management, teamwork, communication and ethics.

Program structure

24 Units

Core courses (8 Units)
- Five compulsory courses
- Three courses from a defined list

Bachelor of Information Technology majors (Select one) (8 Units):
- Information Technology Management
- Information Systems Development

Plus one of the following (8 Units):
- Second major (8 units) or
- 2 x 4-unit minors or
- 1 x 4-unit minor and 4 elective courses

Minor studies

A minor study is a coherent group of four units of courses that provides students with an appropriate breadth of study in their program. All students, except those undertaking a second major, must complete a four-unit minor study. Students who wish to take a minor study not listed in the recommended minors must obtain permission from the Faculty of Health, Engineering and Sciences. Before undertaking any course, the prerequisite courses must be completed or exempted.

Compulsory core courses

CIS1000 Information System Concepts  
CIS3002 Business Analysis  
CMS1000 Communication and Scholarship  
CSC1401 Foundation Programming  
CSC2407 Introduction to Software Engineering

Select 3 courses from the following:

ACC1101 Accounting for Decision-Making  
ECO1000 Economics  
FIN1101 Introduction to Corporate Finance  
LAW1101 Introduction to Law  
MGT1000 Organisational Behaviour  
MKT1001 Introduction to Marketing  
POL1000 Government, Business and Society  
STA2300 Data Analysis

Major studies

All students in the Bachelor of Information Technology must complete at least one major study. A major study is a set of courses that make up a coherent, in-depth study of a specific discipline.

Information Technology Management major

CIS1101 Business Online  
CIS2000 Systems Analysis and Design  
CIS2002 Database Design and Implementation  
CIS2005 Principles of Information Security
Information Systems Development major

CIS1101  Business Online
CIS2000  Systems Analysis and Design
CIS2002  Database Design and Implementation

CIS2003  Networks and Distributed Systems
CIS3001  Information Technology Service
          Management
CIS3002  Enterprise Systems in Practice
CIS3007  Information Systems Industry Project

For further program information, please refer to the USQ website: https://www.usq.edu.au/study/degrees/bachelor-of-information-technology/international
Bachelor of Business & Commerce (BBCM)

CRICOS code: 092894F  
Duration: 3 years full-time  
Mode of study: On-campus USQ SEC  
Start: February, July or November

Entry requirements

Australian Higher School Certificate (Australian Year 12) or equivalent. Applicant must meet University English Language proficiency requirements for undergraduate studies (IELTS 6.0 - no component lower than 5.5 or equivalent).

Program aims

This program is a generalist degree aimed at equipping students with a broad understanding of how organisations operate in different environmental contexts, private, and public. It exposes students to a wide range of issues and challenges faced by managers as they strive to make organisations successful, sustainable and responsible stakeholders in society. Students develop relevant conceptual, analytical, functional, and operational capabilities to equip them to confidently address a range of organisational and managerial challenges in contemporary organisations.

Program structure

Total 24 units

- 8 compulsory core courses (8 units)

Plus one of the following:

- Second major (8 units) or
- 2 x 4 unit minors or
- 1 x 4 unit minor and 4 elective courses.

Compulsory core courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC1101</td>
<td>Accounting for Decision-Making</td>
</tr>
<tr>
<td>CIS1000</td>
<td>Information System Concepts</td>
</tr>
<tr>
<td>ECO1000</td>
<td>Economics</td>
</tr>
<tr>
<td>FIN1101</td>
<td>Introduction to Corporate Finance</td>
</tr>
<tr>
<td>LAW1101</td>
<td>Introduction to Law</td>
</tr>
<tr>
<td>MGT1000</td>
<td>Organisational Behaviour</td>
</tr>
<tr>
<td>MKT1001</td>
<td>Introduction to Marketing</td>
</tr>
<tr>
<td>STA2300</td>
<td>Data Analysis</td>
</tr>
</tbody>
</table>

Bachelor of Business and Commerce 8-unit major (select one):

- Accounting
- Business Administration
- Information Technology Management

Program objectives

Upon successful completion of the program, students will be able to:

- Synthesise business knowledge, disciplinary concepts, theories, principles and processes.
- Think critically, constructively and logically about business-related issues, problems and theoretical debates.
- Communicate clearly and concisely in presenting relevant knowledge and ideas to a range of audiences.
- Apply business-related knowledge and technical skills to resolve problems and make ethical decisions across a range of institutional, national and global contexts.
- Use initiative, creativity and judgement to plan and implement professional projects.
- Work autonomously and collaboratively as part of ongoing learning and professional practice.

For further program information, please refer to the USQ website:
https://www.usq.edu.au/study/degrees/bachelor-of-business-and-commerce/international
Master of Information Systems (MISP)

CRICOS code MISP: 082459G
Duration: 2 years full-time
Mode of study: On-campus USQ SEC
Start: February, July or November

Entry requirements for MISP

To gain admission into the MISP, applicants must meet one of the following criteria to the satisfaction of the Faculty of Business, Education, Law and Arts:

- To be eligible for admission to the Master of Information Systems, applicants are required to have a recognised Bachelor degree or equivalent.
- Applicants without an acceptable Bachelor degree and who have completed a minimum of five years professional work experience may be eligible for entry into a Graduate Certificate in Business and upon completion and achievement of a minimum GPA of 4.0, may apply for entry into the Master of Information Systems.

International candidates for admission into this program must meet the University's English language proficiency requirements for postgraduate students (IELTS 6.0 or equivalent).

Professional accreditation

The Master of Information Systems program is accredited at professional level by the Australian Computer Society and, through the Seoul Accord, is recognised in other countries.

Program aims

The Master of Information Systems is a vocationally and academically oriented program. The Master of Information Systems provides for graduates in programs other than-computing to gain skills and knowledge in key areas of computing which relate to their needs and the needs of their profession or industry. It aims to produce graduates who are managers in IT departments.

Program structure

Students enrolled in the Master of Information Systems (MISP) must complete 16 units.

- CIS5100 Professional Skills for Information Systems
- CIS5101 Management of Business Online
- CIS5200 Professional Skills for Systems Analysis
- CIS5205 Management of Information Security
- CIS5302 Professional Skills for Business Analysis
- CIS5308 Management of Information Technology Services
- CIS8000 Global Information Systems Strategy
- CIS8004 Enterprise Planning and Implementation
- CIS8008 Business Intelligence
- CIS8009 Management of Business Telecommunications
- CIS8010 Information Systems Project Management
- CIS8011 Digital Innovation
- CIS8018 Strategic Information Security
- CIS8100 Digital Enterprise
- CIS8500 Applied Research for Information System Professionals
- CIS8501 Applied Information Systems Research Project

For further program information, please refer to the USQ website: https://www.usq.edu.au/study/degrees/master-of-information-systems/international

Kum Kum Habib
Country of Origin: Bangladesh
Program: Bachelor of Commerce

Compared to other universities USQ SEC provides a decent quality of education where students get a chance to prepare themselves for a competitive world.
Master of Professional Accounting (MPAC)

CRICOS code MPAC: 082460D
Duration: 2 year full-time
Mode of study: On-campus USQ SEC
Start: February, July or November

Entry requirements for MPAC

- To be eligible for admission to the Master of Professional Accounting, applicants are required to have a recognised Bachelor degree or equivalent.

- Applicants without an acceptable Bachelor degree and who have completed a minimum of five years professional work experience may be eligible for entry into a Graduate Certificate in Business and upon completion and achievement of a minimum GPA of 4.0, may apply for entry into the Master of Professional Accounting.

International candidates for admission into this program must meet the University's English Language proficiency requirements for postgraduate students (IELTS 6.0 - no component lower than 5.5 or equivalent).

Professional accreditation

Graduates of this program will meet the educational entrance requirements of CPA Australia and Chartered Accountants Australia and New Zealand (CAANZ). This provides Associate membership of CPA Australia, eligibility to study the CPA professional exams and eligibility to study the CAANZ professional exams.

Successful completion of the Master of Professional Accounting program can qualify students for exemptions from the Fundamental level (9 papers) of the Association of Chartered Certified Accountants (ACCA) exams. For further details please refer to the ACCA website.

We recommend that graduates in Accounting from an overseas university obtain a qualifications assessment from CPA Australia before applying for admission.

Program aims

The Master of Professional Accounting will enable non-accounting university graduates and other approved applicants the opportunity to acquire an accounting qualification recognised by the Australian accounting professional bodies. The program comprises of 16 courses.

Program structure

ACC5202 Accounting
ACC5213 Management Accounting with a Strategic Perspective
ACC5215 Corporate Accounting
ACC5216 Accounting Theory
ACC5218 Auditing Practice
ACC8000 Research in Accounting Practice
ACC8003 Accounting Information Systems and Controls
ECO5000 Economics for Managers
FIN8201 Finance for Executives
FIN5003 Decision Support Tools
LAW5230 Taxation Law
LAW8500 Australian Commercial and Corporations Law

Choose four of the following electives:

ACC8105 Financial Statement Analysis
ACC8801 Corporate Governance and Social Responsibility
ACC8802 Strategic Applications of Management Accounting
MBA8000 Applied Business Research and Ethics
MGT8022 Project-Based Management

Credit

Credit may be granted on the basis of equivalent study completed at a recognised university. Candidates for the Master of Professional Accounting may be eligible for up to a maximum of eight units of credit. Four units of credit may be granted for an undergraduate degree in an accounting-related discipline area from a recognised university.

For further program information, please refer to the USQ website: https://www.usq.edu.au/study/degrees/master-of-professional-accounting/international
**Master of Business Administration (MBAD)**

**CRICOS code:** 040182B  
**Duration:** 2 years full-time  
**Mode of study:** On-campus USQ SEC  
**Start:** February, July or November

### Entry requirements

Candidates for entry into the Master of Business Administration must meet each of the following criteria:

- Entry into the Master of Business Administration requires a tertiary qualification at bachelor degree or equivalent (AQF level 7) in a business-related discipline from a recognised institution, and two years’ full-time relevant professional work experience in business. (Acceptable tertiary qualifications include USQ’s Bachelor of Business, Bachelor of Business Administration and Bachelor of Commerce).

- For candidates who have a bachelor degree or equivalent (AQF level 7) in a non-related discipline from a recognised institution, with two years’ full-time relevant professional work experience in business, USQ’s Graduate Certificate of Business provides an articulation pathway into the Master of Business Administration. Upon completion and achievement of a minimum GPA of 4.0, they will be eligible for entry into the Master of Business Administration.

- Candidates with a graduate certificate (AQF level 8) or higher qualification in any discipline, with two years’ full-time relevant professional work experience in business may apply for entry into the Master of Business Administration. Eligibility for entry will be determined on a case-by-case basis.

Candidates must meet the University’s English language proficiency requirements for postgraduate students (IELTS 6.5 - no component lower than 6.0 or equivalent).

### Program aims

The USQ MBA program will enhance student analytical skills related to management, people, markets, finance, and technical knowledge. Graduates will be able to solve complex organisational problems and be able to manage change through the mastery of particular skills related to creativity, information literacy, and self reflection. The program focuses on how to demonstrate leadership in global sustainability and how to understand the nature of ethical decisions across contemporary business practice. The USQ MBA program will enable graduates to work in virtual and non-traditional work environments and increase personal mastery in oral and written communication.

### Program structure

The MBA consists of 12 courses, each of one unit, and has the following structure:

- core (8 courses) - 4 foundation core and 4 non-foundation core courses
- MGT8002 Strategic Management plus any three courses from the specialisation*

* 3 specialisation courses have to be approved by the Faculty of Business, Education, Law and Arts

### Core courses

**Foundation Core:**

- ACC5502 Accounting & Financial Management
- ECO5000 Economics for Managers
- MGT5000 Managing Organisational Behaviour
- MKT5000 Marketing Management

**Non-Foundation Core:**

- CIS8000 Global Information Systems Strategy
- MBA8000 Applied Business Research and Ethics
- MGT8022 Project-based Management
- MGT8033 Leading Organisational Change

### Specialisation Courses

**General:**

Any 3 courses from other specialisation (approved by the Faculty of Business, Education, Law and Arts) Plus

- MGT8002 Strategic Management*

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**Ariunnurun Sandagdorj**  
*Country of Origin: Mongolia*  
*Program: Postgraduate Certificate in Business*

There is a very friendly atmosphere between people at USQ SEC. I can willingly say that my choice was undoubtedly the best choice I could have made.
Digital Transformation (IT):
CIS8008 Business Intelligence
CIS8011 Digital Innovation
CIS8018 Strategic Information Security
MGT8002 Strategic Management

* Unless special circumstances have been approved by the Faculty of Business, Education, Arts and Law the student must have successfully completed a minimum of two-thirds of the program before enrolling in this course. This must include at least six core courses. It is also highly recommended that MGT8002 be the last course to complete in the degree.

For further program information, please refer to the USQ website:
https://www.usq.edu.au/study/degrees/master-of-business-administration/international

Aaron Zerjohn R. Cruz
Country of Origin: Philippines
Program: Master of Information Systems Extended

USQ SEC is very accessible- the location is very convenient. The professors and course leaders are easy to talk to. They are very helpful and genuinely want students to succeed. If you want a good, caring, understanding and intellectual university then USQ SEC is for you.
Graduate Certificate of Business (GCBU)

CRICOS code: 084838C
Duration: 6 months full-time
Mode of study: On-campus USQ SEC
Start: February, July

Entry requirements

Candidates for entry into the Graduate Certificate of Business must meet one of the following criteria to the satisfaction of the Faculty of Business, Education, Law and Arts:

- a tertiary qualification at bachelor degree (AQF level 7) or equivalent level from a recognised institution, or
- a minimum of five years' full-time relevant professional work experience equivalent to a qualification at AQF level 7.

Candidates must meet the University's English language proficiency requirements for postgraduate student (IELTS 6.5 - no component lower than 6.0 or equivalent).

Program focus

The aim of the Graduate Certificate of Business is to enable students to undertake postgraduate study across a range of disciplines to meet their specific workplace needs or to study a discipline specialisation to either provide advanced workplace knowledge and skills or to lay a platform for further study in a Master's program such as the Master of Business Administration, or Master of Project Management. The selection of the courses or discipline specialisation chosen will be influenced by the demands of the work environment and the interests of the student. The entry requirements of articulating programs should be considered when choosing courses. Students who have completed the Graduate Certificate of Business are not eligible to enter the Master of Business Administration or Master of Project Management programs until they satisfy the required minimum of two years full-time relevant professional work experience in business.

Program structure

- The Graduate Certificate of Business is comprised of four units of postgraduate courses as follows: General Specialisation*
- Any four courses from the Master of Business Administration, Master of Project Management, Master of Professional Accounting and Master of Information Systems.

Courses in some areas of study may have prerequisites. Students wanting to study a course/s from other programs across the University must seek approval from the Faculty of Business, Education, Law and Arts.

Named Specialisation*

- Students can choose a named specialisation from the Master of Business Administration or Master of Project Management specialisations.
- Note: Students who wish to articulate into the the Master of Business Administration or Master of Project Management must meet the program admission requirements before applications for credit will be considered. Students who wish to gain maximum credit for courses completed in the Graduate Certificate of Business upon entry to the MBA should consider choosing the foundation courses offered in the MBA for their study. Students who have completed the Graduate Certificate of Business and do not have a minimum of two years full-time relevant professional work experience in business are not eligible to apply for entry to the Master of Business Administration or Master of Project Management programs until they have satisfied this work experience entry requirement.

For further program information, please refer to the USQ website:
https://www.usq.edu.au/study/degrees/graduate-certificate-of-business/international

Orawan Tongnak
Country of Origin: Thailand
Program: Master of professional Accounting

USQ SEC is a good place to study in Sydney. The staff are so helpful and they always solve problems fast.
Graduate Diploma of Business (GDBZ)

CRICOS code: 089181K
Duration: 1 year full-time
Mode of study: On-campus USQ SEC
Start: February, July

Entry requirements

- Applicants for the Graduate Diploma of Business are required to:

Admission requirements

Candidates for entry into the Graduate Diploma of Business must hold a tertiary qualification at Bachelor degree (AQF level 7) or equivalent in a business-related discipline from a recognised institution.

For candidates who have a Bachelor degree (AQF level 7) or equivalent in a non-business related discipline from a recognised institution, USQ’s Graduate Certificate of Business provides an articulation pathway into the Graduate Diploma of Business.

International candidates for admission into this program must meet the University's English language proficiency requirements for postgraduate students (IELTS 6.5 – no component lower than 6.0 or equivalent).

Program aims

The aim of the Graduate Diploma of Business to enable students to acquire a body of specialised knowledge and skills across a range of business disciplines and contexts to meet their specific professional workplace needs or as a pathway for further learning.

The selection of the courses or discipline specialisation chosen will be influenced by the demands of the work environment and the interests of the student. The entry requirements of articulating programs should be considered when choosing courses.

Students who have completed the Graduate Diploma of Business are not eligible to enter the Master of Business Administration or Master of Project Management until they satisfy the required minimum of two years' full-time relevant professional work experience in business.

Program objectives

The objectives of the Graduate Diploma of Business are to produce graduates who are able to:

- understand the concepts and essential theories and skills associated with a discipline area or areas related to business
- demonstrate cognitive skills to review, analyse, consolidate and synthesise business knowledge and identify and provide solutions to complex problems
- evaluate and communicate theoretical concepts to transfer business knowledge and ideas to a variety of audiences
- demonstrate advanced business knowledge and skills for professional work and/or further learning.

Program structure

The Graduate Diploma of Business is comprised of eight units of postgraduate courses as follows:

Named specialisation and General specialisation:

A four-unit named specialisation from the Master of Business Administration

USQ SEC only offers Digital Transformation as a Named Specialisation

Choose three of the following electives:

- CIS8008 Business Intelligence
- CIS8011 Digital Innovation
- CIS8018 Strategic Information Security

Select one of the following courses:

- CIS8100 Digital Enterprise
- MGT8002 Strategic Management

Plus

General specialisation of any four courses from the Master of Business Administration, Master of Professional Accounting or Master of Information Systems.

For further program information, please refer to the USQ website: https://www.usq.edu.au/study/degrees/graduate-diploma-of-business/international
English language entry requirements
To be admitted to academic programs, international applicants must demonstrate their proficiency in the use of English language by having one of the following:

<table>
<thead>
<tr>
<th>Approved Test</th>
<th>Category 2</th>
<th>Category 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS (Academic Only)</td>
<td>6.0 (or better) no component lower than 5.5</td>
<td>6.5 (or better) no component lower than 6.0</td>
</tr>
<tr>
<td>TOEFL (paper based)</td>
<td>550 (or better) (with minimum test of written English score of 4.5)</td>
<td>570 (or better) (with minimum test of written English score of 5)</td>
</tr>
<tr>
<td>TOEFL (electronic)</td>
<td>213 (or better) (with essay rating of at least 4.5)</td>
<td>230 (or better) (with essay rating of at least 5)</td>
</tr>
<tr>
<td>TOEFL (internet based)</td>
<td>80 (or better) (with 19 minimum in all bands)</td>
<td>90 (or better) (with 20 minimum in all bands)</td>
</tr>
<tr>
<td>Pearson (PTE Academic)</td>
<td>50 (or better) (with no communicative score lower than 50)</td>
<td>58 (or better) (with no communicative score lower than 58)</td>
</tr>
</tbody>
</table>

Applicants should note that these are minimum requirements and that additional requirements may apply. For further information please refer: http://policy.usq.edu.au/documents/14707PL

Canterbury Language Academy
If you do not meet the English Language Requirements you may be able to study English for Academic Study (EAP) at Canterbury Language Academy. The English for Academic Study (EAP) program is designed to prepare international students with the English necessary for success in Australian tertiary education. The course concentrates on those aspects of English which students will meet in colleges and universities and develops these in the context of such areas as IT and Business. For further information please visit: www.canterburyla.com.au

Canterbury Business College & Canterbury Technical Institute
Students who have studied at Canterbury Business College, Canterbury Technical Institute and some other providers may be eligible to apply for exemptions in the Bachelor of Information Technology Program (BITC), Bachelor of Business and Commerce (BBCM).

For further information please visit: www.canterburybc.com.au and www.canterburyti.com.au
Exemptions

Applications for Credit and/or Exemptions are to be made at the time of applying for Admission to the USQ.

The credit calculator may be able to provide you with a guide as to the exemptions that you may be eligible to receive: http://creditcalculator.usq.edu.au/

Students must submit a USQ application for Credit and/or Exemption using the Exemption Claim Form and submitting the completed form with any relevant documentation to the section identified on the form. The Exemption Claim form can be downloaded at: http://www.usq.edu.au/current-students/learning-support/forms

Further information on the USQ Credit and Exemption procedure can be found at: http://policy.usq.edu.au/documents/131190PL

Assessment

Assessment requirements are specific and will vary from course to course. All assessment details are provided in study packages. Most courses have both assignments or mid semester tests and examinations. Please note that all assignments, mid semester tests and examination papers are marked at USQ Toowoomba.

Administration fee*

Students are required to pay Canterbury Institute of Technology (CIT) a $200 non-refundable administration fee.

Tuition fees*

The 2017 estimated Undergraduate course fee is approximately $2690-$2950. The 2017 estimated Postgraduate fee is approximately $2960-$2970 per unit.

These amounts are to be used as a guide only. Fees are subject to increase. For the most up to date tuition fees, please visit: http://www.usq.edu.au/current-students/organise-enrolment/fees/fee-finder

How to pay

You have the option of paying fees by electronic transfer, international bank draft or credit card. CIT accepts Visa, MasterCard, Bankcard or American Express.

Study resources

Students receive access to course materials online via USQStudyDesk. Allow about $400 - $800 per semester for purchase of textbooks. It is highly recommended that students have access to their own personal computer to regularly access the USQStudyDesk. Please visit: http://www.usq.edu.au/current-students/new-to-usq/getting-started/online-orientation/preparing-for-classes/usqstudydesk

Medical insurance - Overseas Health Cover (OSHC)

It is an Australian Government requirement for overseas students and their dependants to maintain self-funded medical and hospital cover for the duration of their study in Australia. There are several companies that provide health cover. USQ SEC preferred Overseas Health Cover provider is Medibank. OSHC costs will depend on the length of your visa and the type of cover (Single/Family).

You must pay the appropriate premium to USQ SEC while accepting the offer & before leaving your home country.

If you are accompanied by a spouse and/or dependent children, you will need to pay a family premium.

For further information please refer to the following website: http://www.medibank.com.au/Overseas-Students/About-OSHC.aspx For further information on other OSHC providers, visit the DIBP website: http://www.border.gov.au/Trav/Stud/More/Health-Insurance-for-Students

Cost of living in Sydney

You should allow approximately $19,830 - $22,000 (Australian Dollars-AUD) for living expenses for each year of study. Please note that there will be additional costs for dependents.


Absar Akhtar

Country of Origin: Pakistan
Program: Master of Information Systems Extended
I am an IT person and wanted to study something related to my experience and interest. USQ SEC has provided me the best education.
Ruoyu Li
Country of Origin: China
Program: Master of Professional Accounting Extended

What I have enjoyed most about my experience at USQ SEC is communicating with other international students.

The Department of Immigration and Border Protection (DIBP) guidelines of the financial requirements per year can be found at:

Australian Student Visa

The Australian Government approves student visas for study in Australia.

To be eligible for a student visa you must be accepted for full time study for the whole or part of the education program you intend to study with USQ SEC and also meet a number of assessment factors and general requirements that have been established by the Australian Government.

USQ SEC is a partner of the University of Southern Queensland which is a registered provider of education with the Australian Government (CRICOS Institution Code No. Qld 00244B, NSW 02225M).

For all information and advice on applying for your visa ask a USQ SEC representative or make contact with your nearest Australian Embassy, Consulate or High Commission.

Working in Australia

Once you have settled into your study, international students with USQ can work up to a maximum of 40 hours per fortnight during semester. There is no limit to work hours during semester break.

Find out more: www.immi.gov.au/students/visa-conditions-students.htm

ESOS Framework

The Education Services for Overseas Students (ESOS) Act is an Australian Government Act that controls the delivery of international education in Australia. The ESOS Act was introduced to provide a legislative framework to ensure the quality of programs and services provided to international students and to ensure that the rights of international students are protected.


Transfer Between Providers

Should you be granted a student visa to study at USQ Sydney Education Centre you will need to be aware that under ESOS Legislation you will normally be required to complete 6 months of study in your principal program before your transfer will be approved. All transfer requests are assessed in accordance with the National Code 2007 - Transfer Between Registered Providers Procedure:

For further information regarding this requirement please refer to the National Code:

Deferring, Suspending and Cancelling Enrolment

As a student there are a number of responsibilities that apply to you whilst you are enrolled. Further information regarding deferment, suspension and cancellation of enrolment can be found in USQ Enrolment Policy and Procedure and related procedures:

Refunds

Tuition fees*

1. Total refunds

1.1. In the event that an offer of a place is withdrawn or the institution is unable to provide the course, all tuition fees paid for the semester are fully refundable. In the case of a student transferring providers the USQ Refund Policy may not apply, please refer to the appropriate USQ policy at the time of request to transfer.

1.2. A student who fails to meet degree/diploma progression rules and who is thus not permitted to re-enrol will be eligible for a refund of fees if paid in advance of notification of exclusion.
1.3. A notice of withdrawal due to exceptional circumstances (see 2 below) may be accepted as grounds for a total refund of tuition fees paid for the semester.

2. Grounds for refunds

A notice of withdrawal due to exceptional circumstances may be accepted as grounds for either a total or partial refund of fees, subject to the provision of acceptable documentary evidence in support of the application for a refund, including:

(i) inability to obtain a student visa
(ii) illness or disability
(iii) death of the student or a close family member (parent, sibling, spouse or child)
(iv) political, civil or natural event that prevents full payment of fees.

3. No refunds

A student who withdraws from a course for whatever reason beyond the census date (see Important Dates) shall not be eligible for a refund.

4. Fee refunds for international students who obtain permanent resident status in Australia

4.1 An international student who is granted Permanent resident status in Australia and who is resident in Australia for the duration of the course may be given the option of becoming a Commonwealth Supported Student when enrolled in a CommonwealthSupported program. They will be required to pay their Student contribution upfront without discount, and will not be given the option to obtain a HECS-HELP loan. If the student is the holder of a Permanent Humanitarian Visa, they will be eligible for a discount on upfront payments and will be eligible for a HECS-HELP loan. In non-Commonwealth Supported programs, Australian Permanent Residents are liable for Tuition/Direct fees applicable to domestic students.

4.2 If the student obtains Permanent Resident status after the census date in a semester, the student will be classified as an international student for the reminder of that semester. The student will be liable to pay the tuition fees applying to international students for that semester. From the following semester, the student will be classified as a Permanent Resident and will be liable for the Student Contribution in accordance with the Higher Education Guidelines, or full fees applying to domestic students.

5. Payment of refunds

5.1 Request for a refund must be in writing.

5.2 If a student is transferring to another recognised educational institution within Australia, then applicable refund due may be transferred to that institution. Otherwise, all refunds will be made in the student's home country, except in exceptional circumstances.

5.3 Refunds will be made payable to the student, unless authorised otherwise by the student in writing. It is not permissible to transfer funds directly from the student's own account to that of another student.

5.4 The student can request the refund to be made in their own preferred currency. If this information is not provided, or where USQ is unable to transfer the preferred currency due to international banking limitations or where the cost of transfer would result in excessive international bank charges for either party, USQ will select the most appropriate foreign currency. This will be made in the student's home country except in exceptional circumstances.

6. Review of Decision related to fee refunds

Students who believe that USQ has not honoured its stated Refund of Student Fees Policy and Procedure, or has not taken into account all relevant information through the original refund request process, may apply to have the University's decision reviewed. For further information, refer to section 5.7 Review of Decision of the Refund of Student Fees Policy and Procedure: http://policy.usq.edu.au/documents/13431PL#5.7 Review_of.Decision

7. Alternative remedies

(i) Where a student agrees to the terms of the USQ Refund Policy, such agreement does not remove the right to take further action under Australia's consumer protection laws.

(ii) The University's resolution processes (set out in clause 6 above) do not circumscribe the student's right to pursue other remedies.
8. Payment of refund to be made within two weeks

Any refund of ‘cleared funds’ due and payable to a student under these provisions will be made within two weeks of the date on which the request is received in writing at Level 3, 29-35 Bellevue St, Surry Hills NSW 2010, Ph: +61 2 9280 3733.

9. Provider default

Students are advised that a default by the registered provider (the University) cannot be covered by a written agreement between the provider and the student. Such situations are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

Non-tuition fees refund procedures

OSHC student health care

As a student, you can apply in writing for a refund of the unexpired portion of your premium if:

(i) you paid your premium and did not come to Australia
(ii) your Student Visa was not extended
(iii) you returned to your country of origin before the end of your approved stay for reasons outside your control
(iv) you have been granted Permanent Resident status in Australia.