

# STUDENT ORIENTATION

Melbourne CBD Campus

Trimester 4, 2024

*A very warm welcome to our New  
Students from the UBSS Staff.*




# Today's Topics

- Welcome message
- Introduction to UBSS
- Living in Australia
- Living in Melbourne
- Our Melbourne CBD Campus
- Key UBSS Staff
- Academic Support Services
- Non-Academic Support Services
- Communication
- Important Procedures
- Facilities and Resources
- Your Commitment
- Academic Integrity
- Policies and Procedures
- Reminders



# Acknowledgement of Country



I respectfully acknowledge the Traditional Custodians of the land and waters across Australia, upon which our campuses stand and where we gather to learn. I would like to honour the [Gadigal] people of the Eora Nation, where I am based today.

I pay deep respect to Elders past and present. Their wisdom, knowledge, and care for these lands have been passed down through generations, just as we, in education, pass knowledge and guidance to our students. We are inspired by their commitment to learning, sharing, and nurturing community.

May we walk together in the spirit of reconciliation, learning from the land, the waters, and each other, as we work toward a shared future of understanding, respect, and opportunity for all.

# Welcome Message

Education is valued by communities across the world for its impact on individuals, their families and the societies in which they live and work.

By enrolling in your course, you have already made the choice to make that impact – Congratulations!

Group Colleges Australia are privileged to welcome you to UBSS and proud that we are able to prepare you to create that impact.

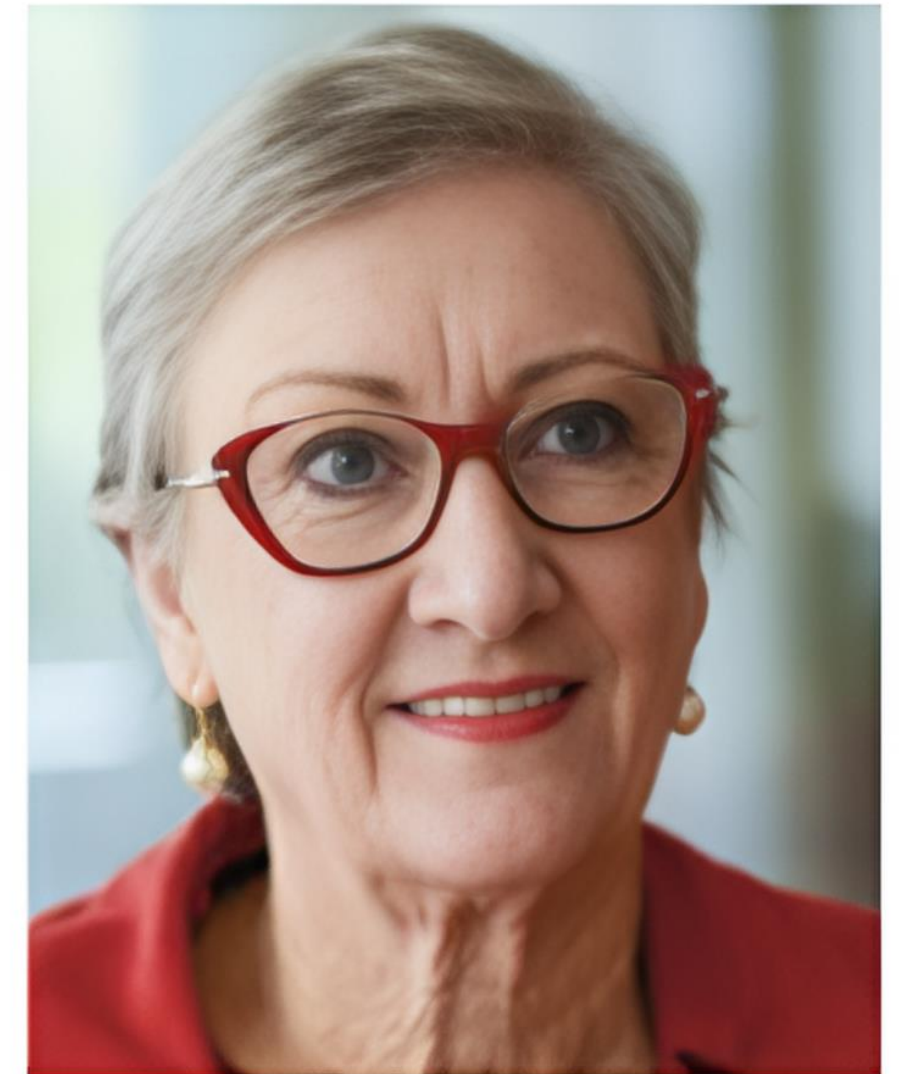
Your study with UBSS for this trimester and as you journey through to graduation, will be supported by educators who are committed to your success and who understand the importance of your study experience for your entry as professionals to the international business world.

Your lecturers and facilitators have expert business and accounting knowledge and experience and will twin their skills with those of the specialised learning support faculty.

It is our commitment to you to ensure your professional ambitions are realised and we look forward to connecting you with your lecturers, learning support professionals, peers and the UBSS community across Australia in the modern and well-appointed campuses in Sydney, Melbourne and Adelaide.

**We look forward to welcoming you and supporting your career success.**

We will have a full onsite presence in Trimester 4, 2024.



**Ruth Ferraro PhD, GAICD, FGIA**  
Interim President at  
Group Colleges Australia

# Introduction to UBSS



# Introduction to UBSS

UBSS is a nationally recognised business school and higher education provider of undergraduate and postgraduate programs that prepare you for the challenges of the global business marketplace.

## Our Programs include:

Bachelor of Accounting

Bachelor of Business

Master of Business Administration (MBA)

*Accounting*

*Entrepreneurship*

*IT Management*



# Introduction to UBSS

## UBSS Mission

UBSS launches careers for the entrepreneurs of the future

## UBSS Motto

"Launch Your Career"

## UBSS Values

- Delivering the Bachelor of Business, Bachelor of Accounting and MBA with an Australian experience
- Providing a learning environment for the entrepreneurs of the future
- Providing a high level of student support and care to deliver a quality learning space
- Providing access to cutting edge online and classroom education technology for all students
- Ensuring academic excellence & free intellectual Inquiry



# Introduction to UBSS

## Our commitment:

It is the School's objective to prepare you to be work ready in the business world after completion of your degree.

# UBSS Governance

UBSS is a member of Group Colleges Australia (GCA), a partnership of educational institutions based in Australia.

The GCA Board and the GCA Executive and Management Team have ultimate responsibility for UBSS performance and operations as an accredited higher education provider.

Overview of UBSS is managed by the UBSS Senior Executive in association with the UBSS Academic Senate.

Governance and Leadership

<https://www.ubss.edu.au/about-us/?tab=Governance>

08



# UBSS Registration

UBSS is registered as a higher education provider in Australia by the Tertiary Education Quality and Standards Agency (TEQSA). The Tertiary Education Quality and Standards Agency (TEQSA), registers all Australian institutions, including government and private universities, that offer courses at the higher education (tertiary level) and accredits their courses for delivery in Australia and/or offshore locations.

CRICOS is the Commonwealth Register of Institutions and Courses for Overseas Students. CRICOS registration means that UBSS is authorised by the Australian government to enrol international students in its courses.

When you attend university or an approved higher education provider, you can get a FEE-HELP loan to pay all or part of your tuition fees (for Australian citizens and some special New Zealand visa holders only).

## Registration and Accreditation

<https://www.ubss.edu.au/registration-and-accreditation/>



**Australian Government**  
**Tertiary Education Quality  
and Standards Agency**

**CRICOS**



**Australian Government**  
**StudyAssist**

# Professional Accreditation



# Living in Australia

"Australia is a stable, democratic and culturally diverse nation with a highly skilled workforce and one of the strongest performing economies in the world."

<https://www.ubss.edu.au/living-in-australia/>

**Global Recognition**

**Safe Environment**

**Growing Destination**

**Cost of Living**

**Multicultural Society**

**Work**



# Living in Australia

Important information while living in Australia:

Emergency Contacts: 000 (triple zero) = emergency number in Australia

<https://www.triplezero.gov.au>

Safe work in Australia: Covid 19 information for workplaces

<https://covid19.swa.gov.au/covid-19-information-workplaces>

Beach Safety: <https://www.healthdirect.gov.au/beach-safety>

Key facts:

- Always swim between the red and yellow flags on patrolled beaches
- Always swim with someone else
- Never swim after drinking alcohol or taking drugs

Overseas Student Health Insurance:

<https://www.studyaustralia.gov.au/en/plan-your-move/overseas-student-health-cover-oshc>

Legal Advice: <http://www.studyaustralia.gov.au/en/support-services>



# Living in Melbourne

“Melbourne is the capital city of Victoria and one of the southern hemisphere’s largest business, cultural, sporting and recreational cities. People living in Melbourne enjoy a safe city, affordable healthcare, world-class education, reliable infrastructure, business opportunities and a healthy environment.”

<https://liveinmelbourne.vic.gov.au/discover>



Study Melbourne Hub: <https://www.studymelbourne.vic.gov.au/study-melbourne-hub>

# Living in Melbourne

## Places to Explore

Melbourne's unique climate has something for everyone – summers that are warm, autumns that are moderate, winters that are cool, and springs that are sunny and bright. There are also great activities to enjoy.

<https://liveinmelbourne.vic.gov.au/discover/things-to-do-in-melbourne>



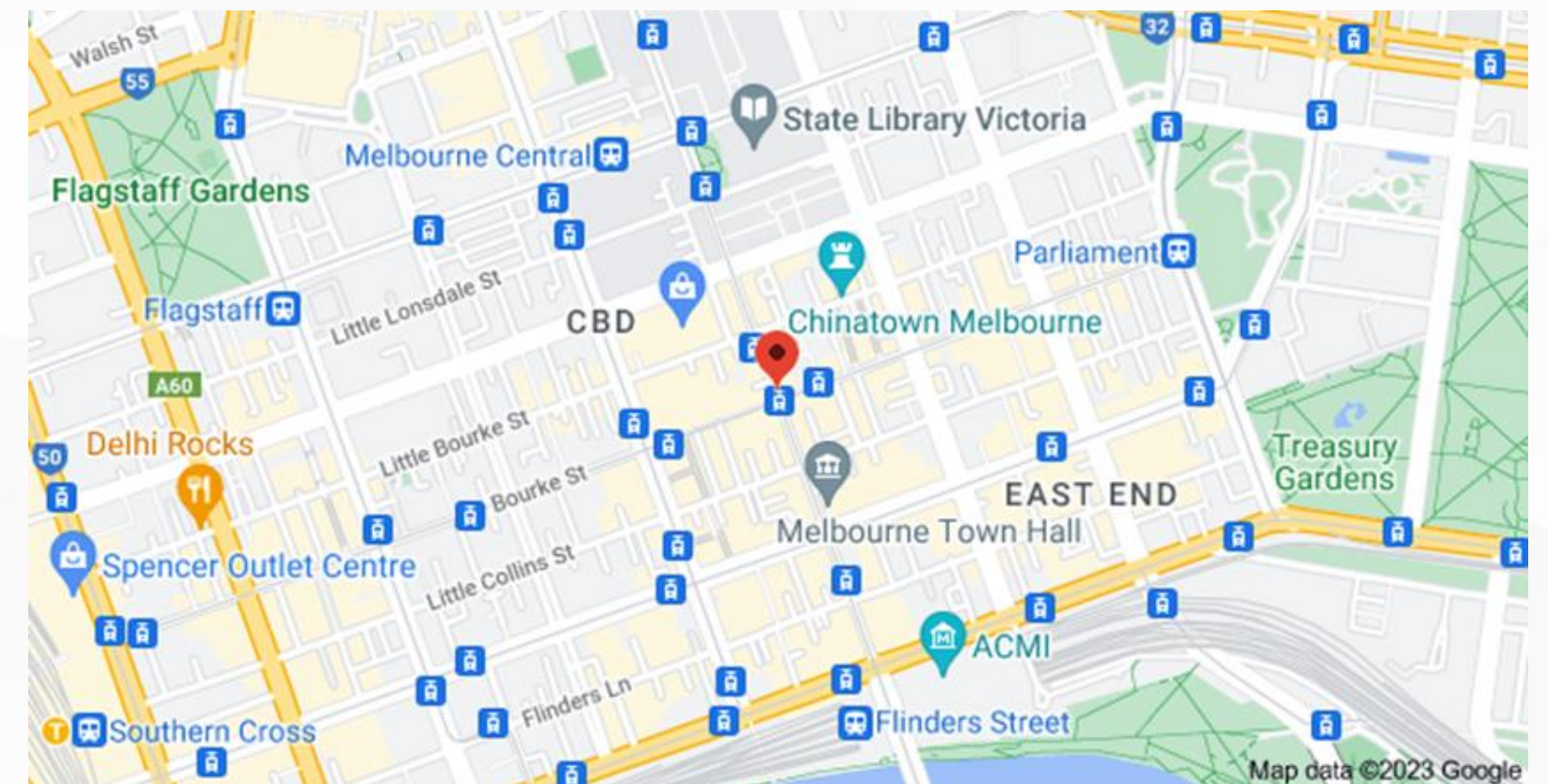
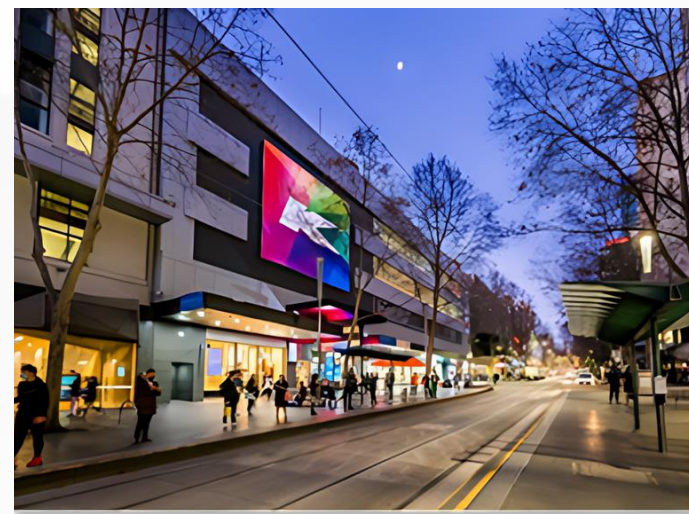
**Cost of Living** - Rent (or other accommodation), utilities, groceries, restaurants and transport. Students should be aware that the costs of studying in Australia will depend on your education provider, the level of study you choose and your study location in Australia.

<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

# Our Melbourne CBD Campus

The UBSS Melbourne CBD campus is in the heart of the Melbourne CBD, at the intersection of Bourke Street and Swanston Street

Level 2, 222 Bourke Street  
Melbourne VIC 3000  
Australia



# Key UBSS Staff



**Associate Professor Jotsana Roopram**

Deputy Dean (Academic)

Chair, Academic Integrity committee

Campus Director, Sydney CBD campus

[jotsana.roopram@ubss.edu.au](mailto:jotsana.roopram@ubss.edu.au)



**Associate Professor Tom O'Connor**

Executive Dean (Acting)

Program Director – Postgraduate

Melbourne CBD campus

[tom.Oconnor@ubss.edu.au](mailto:tom.Oconnor@ubss.edu.au)



**Associate Professor Wayne Smithson**

Program Director - Undergraduate

Sydney CBD campus

[wayne.smithson@ubss.edu.au](mailto:wayne.smithson@ubss.edu.au)

# Key UBSS Melbourne Staff



Associate Professor Tom O'Connor  
Acting Executive Dean  
Program Director - Postgraduate  
[Tom.Oconnor@ubss.edu.au](mailto:Tom.Oconnor@ubss.edu.au)



Associate Professor Seán O'Hanlon  
Campus Director  
Melbourne CBD Campus  
[Sean.Ohanlon@ubss.edu.au](mailto:Sean.Ohanlon@ubss.edu.au)



Associate Professor Mordechai Katash  
Associate Program Director  
Undergraduate  
[Mordechai.Katash@ubss.edu.au](mailto:Mordechai.Katash@ubss.edu.au)

# Academic Support Services



# Academic staff roles

The Lecturer will be responsible for:

- Direct teaching on their specialist subject
- Creating teaching materials

The Facilitator will be responsible for:

- Delivering the tutorial materials
- Invigilating in-class assessments for their subject cohort
- Mark all assessments

The Learning Support Coordinator will be responsible for:

- Supporting students' academic growth and success
- Providing tailored learning assistance



# Learning Support Coordinators

Book an appointment via the kiosk.



**Assistant Professor Gabrielle Whateley**  
Learning Support Coordinator  
[gabrielle.whateley@ubss.edu.au](mailto:gabrielle.whateley@ubss.edu.au)  
[u](#)



**Assistant Professor Marcella O'Connor**  
Learning Support Coordinator  
[marcella.oconnor@ubss.edu.au](mailto:marcella.oconnor@ubss.edu.au)  
[u](#)



**Assistant Professor Olena Yershova**  
Learning Support Coordinator  
[olena.yershova@ubss.edu.au](mailto:olena.yershova@ubss.edu.au)  
[u](#)



**Assistant Professor Rosetta Privitelli**  
Learning Support Coordinator  
[rosetta.privitelli@ubss.edu.au](mailto:rosetta.privitelli@ubss.edu.au)  
[u](#)

# Learning Support workshops

The Learning Support Coordinators have developed workshops to assist you in your learning.

Workshop 1.	Researching for an Assignment <a href="https://youtu.be/iDHsXFMgawo">https://youtu.be/iDHsXFMgawo</a>
Workshop 2.	Learning Support - Effective note-taking <a href="https://youtu.be/TQZDK8Q6UvY">https://youtu.be/TQZDK8Q6UvY</a>
Workshop 3.	Learning Support - Structuring an Essay <a href="https://youtu.be/AxZyHI4Qjwc">https://youtu.be/AxZyHI4Qjwc</a>
Workshop 4.	Learning Support - Paragraphing in essay writing <a href="https://youtu.be/n88mOIJJIX4">https://youtu.be/n88mOIJJIX4</a>
Workshop 5.	Learning Support - Preparing a Presentation <a href="https://youtu.be/x2YQetFMuTo">https://youtu.be/x2YQetFMuTo</a>
Workshop 6.	Learning Support - Avoiding Plagiarism <a href="https://youtu.be/l_ZMCf3qa5A">https://youtu.be/l_ZMCf3qa5A</a>
Workshop 7.	Learning Support – Artificial Intelligence <a href="https://youtu.be/z9XKwXcsD6Y">https://youtu.be/z9XKwXcsD6Y</a>

## Other Academic Support Services

- Academic Monitoring and Intervention Management  
<https://www.ubss.edu.au/media/4717/academic-progression-monitoring-and-intervention-policy-v13.pdf>
- Learning Resources/ Student Central <https://www.ubss.edu.au/student-central/>
- Reading Subjects <https://www.ubss.edu.au/student-central/>
- Video recordings of class lectures via Moodle
- E-libraries <https://www.ubss.edu.au/e-libraries/>
- MBA TV for subject content support <https://www.youtube.com/@MBATVAUS/videos>

# Non-Academic Support Services



# Non-Academic Student Support

Non-Academic support services include –

- Assisting students with enrolment processes
- Activating student accounts both in the learning management system (LMS) and the student management system (SMS)
- Ensuring ongoing access to the necessary applications and software
- Supporting enrolment variations
- Providing directory assistance
- Enabling leave applications
- Ensuring student welfare and being available to students for a range of other queries in a timely way.

# Non-Academic Student Support

Other Non-Academic Support Services include:

- Wellness Support <https://www.ubss.edu.au/wellness/?tab=Wellness>
- Student Orientations / Student Orientation Policy <https://www.ubss.edu.au/orientation/?tab=Orientation%20Information>  
<https://www.ubss.edu.au/media/5059/student-orientation-policy-v5.pdf>
- Equity and Diversity <https://www.ubss.edu.au/media/5052/equity-and-diversity-policy-v4docx.pdf>
- Diversity, Equity and Inclusion of First Nations Students <https://www.ubss.edu.au/media/5054/indigenous-education-policy-v4.pdf>
- Wellbeing and Safety <https://www.ubss.edu.au/media/5177/wellbeing-and-safety-policy-v6.pdf>
- Counselling and Mental Health Support <https://www.ubss.edu.au/media/5075/gca-mental-health-policy-v3.pdf>

# Support Services

## GCA Support Staff

### STUDENT SERVICES DEPARTMENT

Phone: 1300 422 422

Email: [studentservices@gca.edu.au](mailto:studentservices@gca.edu.au)

Chat: [www.ubss.edu.au](http://www.ubss.edu.au)

Or contact us via the UBSS Mobile App



**Madilina Tresca**

Manager, Academic Administration

[Madilina.Tresca@ubss.edu.au](mailto:Madilina.Tresca@ubss.edu.au)

# Non-Academic Student Support

For further Student Support and other essential information to help you navigate studying, living, and working in VIC as a student. please visit :

<https://www2.education.vic.gov.au/pal/student-support-services/resources>

<https://www.studymelbourne.vic.gov.au/study-melbourne-hub>

<https://www.education.gov.au/international-education/support-international-students>

- Language and interpreter services
- Living in VIC (including accommodation information)
- Identity cards and documents
- Safety and emergency help
- Health and wellbeing
- Transport and travel

- Financial Support for Students:

<https://www.studymelbourne.vic.gov.au/living-here/money-and-budgeting/financial-hardship>

<https://www.education.gov.au/international-education/financial-assistance-international-students>

# Communication



# Communication

Effective communication between UBSS and students is **VERY** important.

The main ways of communicating:

- **GCA Webmail:** All students have an email account ([studentID@studentmail.gca.edu.au](mailto:studentID@studentmail.gca.edu.au)).
- **SMS to mobile:** Text messages are sometimes sent for urgent messaging.
- **UBSS Mobile App:** We might send you notifications via your UBSS Mobile App, so make sure you download it.
- **myGCA Bulletin:** Bulletins are sent out, so you don't miss anything important. They will automatically appear once you log into your myGCA account.
- **TV Monitors:** These are placed all over campus to provide you with student information and occasionally some “words of wisdom”.
- **Online Surveys:** We like to hear from you. Through our online surveys we manage student satisfaction and feedback.

# Social Media

Social media is a very important part of the UBSS student experience. We strive to provide our students with high-quality, relevant and useful content at UBSS.

We provide daily content related to Business, Entrepreneurship, Management and UBSS related news.

We invite all students to like and follow our social media accounts, including Facebook, Instagram, LinkedIn and YouTube.



**UBSS Australia**



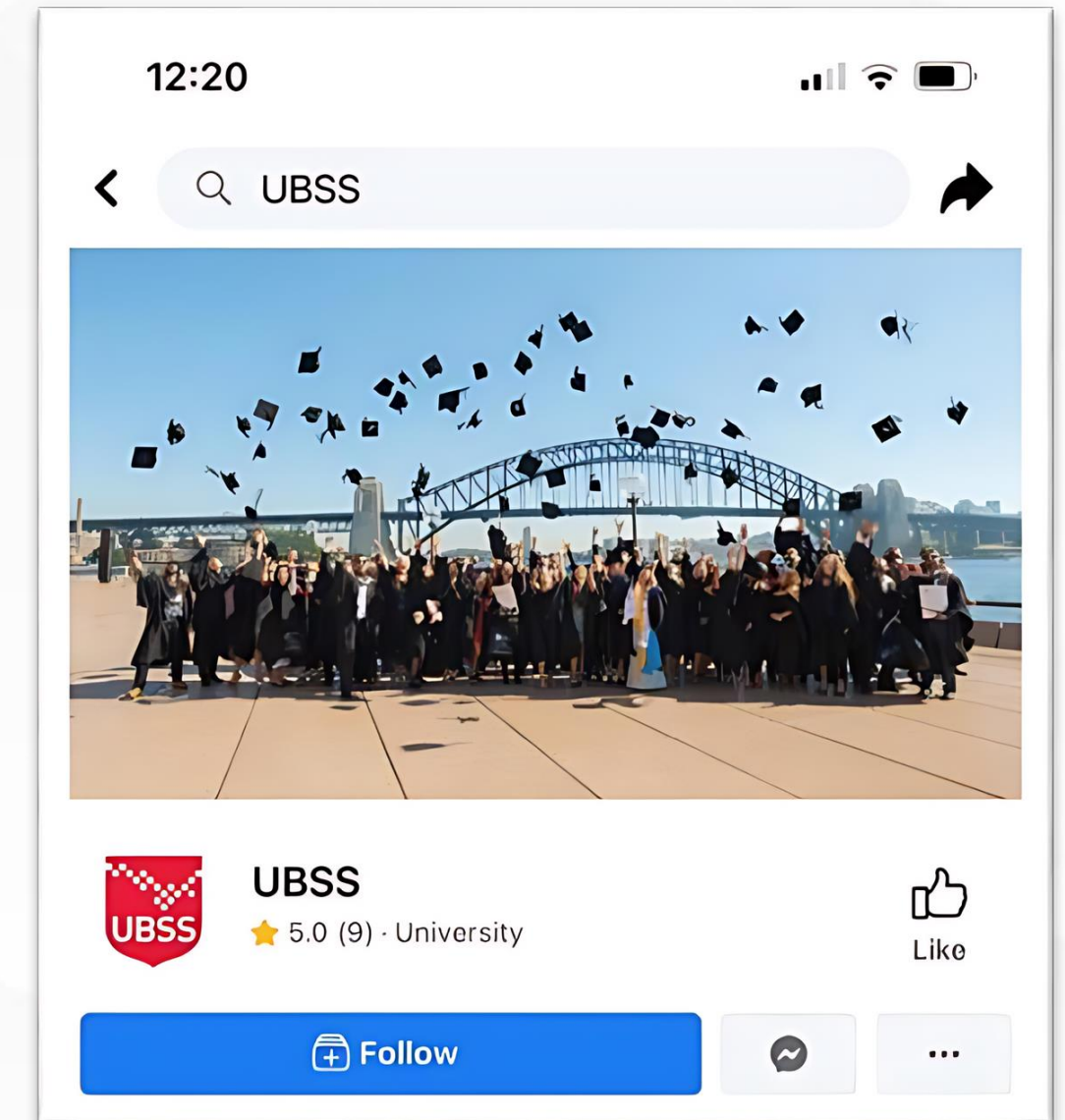
**UBSS Australia**



**UBSS Sydney**



**UBSS Australia**



# Important Procedures



## Important Procedures - 1 Download the UBSS Mobile App

Please download your UBSS Mobile App today.  
<https://www.ubss.edu.au/ubss-mobile/?tab=Overview>



**Via the UBSS App students are able to:**

- Access to MyGCA Connect
- Digital student card
- Check their timetables and schedule
- Book appointments with UBSS staff
- Live chat
- Follow UBSS upcoming events
- Check available courses
- Gain access to the “Student Central”
- View Frequently Asked Questions (FAQs)
- View Policies and Procedures

# CQ Queue Management System

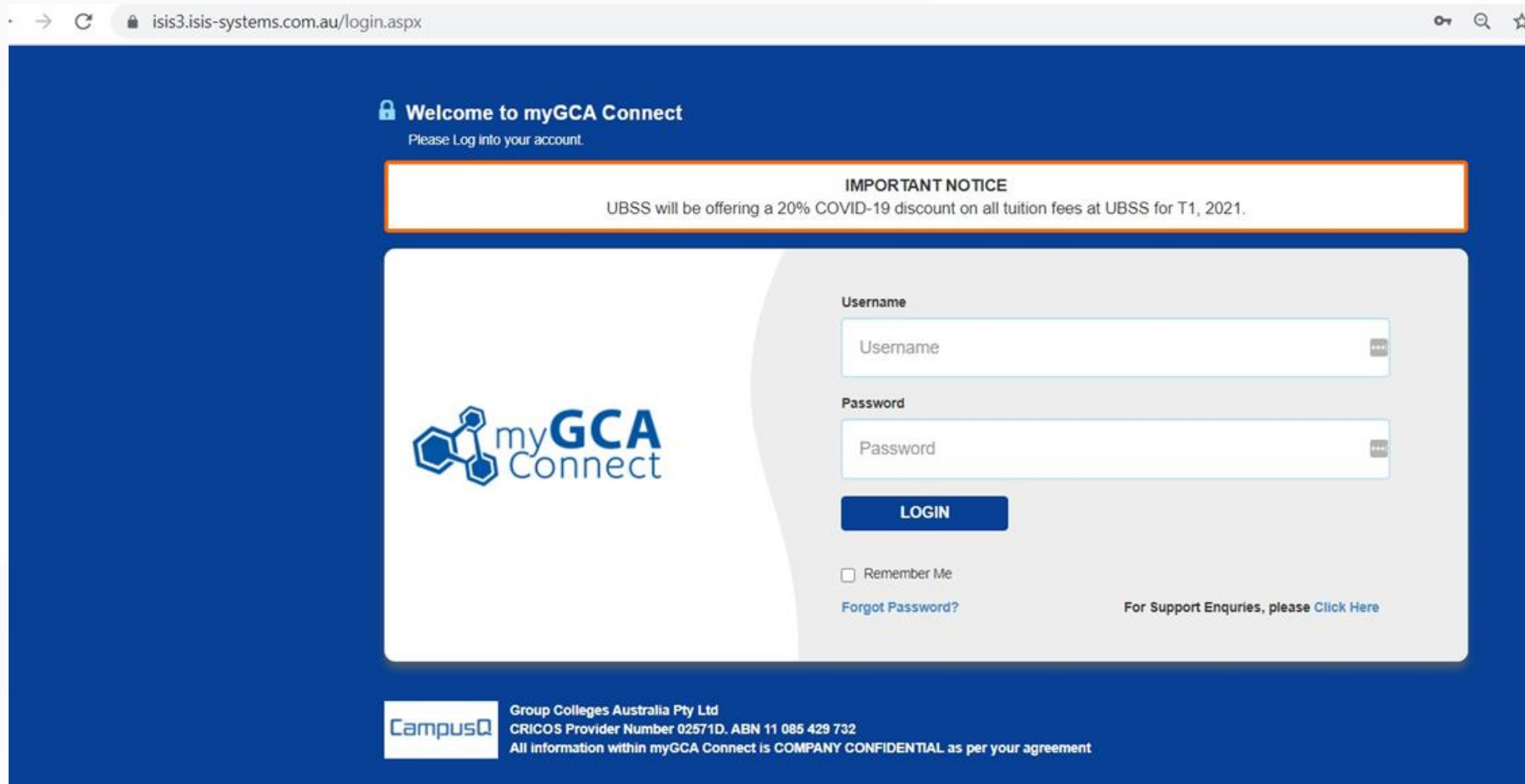
UBSS utilises the [CQ Queue Management System](#) which allows students to:

- Take virtual tickets to join the Student Services queue
- Receive notifications when their ticket is about to be called
- Book appointments to see UBSS staff

# Important procedure - 2

## Log into myGCA

myGCA can be accessed through your Student Central found on the UBSS website. <https://www.ubss.edu.au/student-central/>



The screenshot shows the login page for myGCA Connect. The page has a blue header with the text "Welcome to myGCA Connect" and "Please Log into your account." Below this is a yellow box with an "IMPORTANT NOTICE" stating: "UBSS will be offering a 20% COVID-19 discount on all tuition fees at UBSS for T1, 2021." The main content area is white and contains the myGCA Connect logo on the left. On the right, there are two input fields: "Username" and "Password", both with placeholder text. Below these fields is a blue "LOGIN" button. At the bottom left of the login area, there is a checkbox for "Remember Me" and a link for "Forgot Password?". At the bottom right, there is a link for "For Support Enquiries, please Click Here". The footer of the page includes the CampusQ logo and the text: "Group Colleges Australia Pty Ltd", "CRICOS Provider Number 02571D. ABN 11 085 429 732", and "All information within myGCA Connect is COMPANY CONFIDENTIAL as per your agreement".

**24/7  
Online**

# myGCA

myGCA Connect enhances the entire student experience with user-friendly online educational tools that streamline and automate everyday tasks, and provides a collaborative ecosystem for students.

myGCA will give you access to:

- Your student information (please make sure your contact details are up-to-date)
- Academic Transcripts and academic progress
- Support Services (leave, deferment and study load applications among other services)
- Financial Status (make tuition fee payments online)
- Subject selection and timetables and much more.

## Important Procedures – 3 Paying your Tuition Fees



### How to make a payment?

Step 1: Log into your myGCA student account



Step 2: On your Student Home Page, click on Student Services Online



Step 3: Click on Financial Status



Step 4: On you Account Summary click on Make Payment or Payment and Receipt details and follow instructions.



## Important Procedures – 3 Paying your Tuition Fees

BPAY – the preferred payment option for UBSS




Pay with BPAY – no merchant fees apply!

You have selected to make a payment.

See below for payment options.

[Click here](#) to view the invoice(s).

<input checked="" type="radio"/> Pay with BPAY	<b>NO MERCHANT FEES - SAVE \$20+ PER SUBJECT</b>	★ Preferred
 Contact your bank or financial institution to make this telephone or internet banking payment from your cheque, savings, debit, credit card or transaction account. \$ No merchant surcharge fee ⌚ Funds received in 1-2 business days	<b>NO PROCESSING FEES</b>	<a href="#">Select</a>
<input type="radio"/> Pay with Bank Transfer	<b>NO MERCHANT FEES - SAVE \$20+ PER SUBJECT</b>	
<input type="radio"/> Pay with PayPal Account	<b>MERCHANT FEES APPLY - EXTRA \$20+ PER SUBJECT</b>	
<input type="radio"/> Pay with PayPal using a Credit Card	<b>MERCHANT FEES APPLY - EXTRA \$20+ PER SUBJECT</b>	
<input type="radio"/> Pay with Credit/Debit Card	<b>MERCHANT FEES APPLY - EXTRA \$20+ PER SUBJECT</b>	



## Important Procedures – 5

### Credit and Recognition of Prior Learning

Credit and Recognition of Prior Learning is where you receive recognition for previous study where that study is the same as the course you are going to be doing.

To be eligible for Recognition of Prior Learning (RPL), some conditions need to be met. The previous study must have:

1. Same/similar content
2. Same/similar duration
3. Same/similar level of institution, i.e. higher education/university or vocational education at an appropriate level of study.
4. Application must be made by end of Week 2 of the beginning of your first trimester of study.
5. Granting credit for courses that are unrelated to the course for which you are enrolled will not receive the same amount of credit as a related course.

## Important Procedures – 5

### Credit and Recognition of Prior Learning



How to apply for Recognition of Prior Learning?

Step 1: Log into your myGCA student account



Step 2: On your Student Home Page, click on Student Services Online



Step 3: Click on Support Services and then “Credit and Recognition of Prior Learning”.

Credit is granted for students on an individual basis; based on the UBSS Credit and Recognition of Prior Learning Policy found here: <https://www.ubss.edu.au/policies-and-procedures>

# Facilities & Resources



# Access MOODLE



## UBSS Student Central

Easy access to all your student resources.  
<https://www.ubss.edu.au/student-central/>

Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalised learning environments.

# Moodle

Moodle will give you access to:

- Subject outlines
- Readings and recordings
- Submission of assignments
- Grades and marks

Moodle can be accessed through your Student Central found on the UBSS website.

<https://www.ubss.edu.au/student-central/>

# Moodle

Please be aware that Moodle can only be accessed from within Australia.

Any unauthorized connections to Moodle from outside of Australia will be blocked.

Therefore, please do NOT attempt to use a VPN when accessing Moodle.

# Office 365

BYOD- Make sure you have your own device as there are no computers for student use on campus. Ensure that your technology is up to date.

Current UBSS students have full access to the Microsoft Office 365 platform, which includes:

- Webmail
- Teams
- Word
- Excel
- PowerPoint

Students can use these applications via the web, or they can download and install the full copy of Office onto their own personal PC/Mac.

Access Office 365 from [portal.office.com](https://portal.office.com)



# elibraries

Complete and optimized research solution.

To access the UBSS e-Libraries, log into your myGCA account.

The e-Libraries can be accessed from anywhere in the world, at any time. All you need is an internet connection.

<https://www.ubss.edu.au/e-libraries/>



EBSCO HOST

# Your Commitment



# Your commitment

- Attend all classes
- Complete and submit all assessments
- Be respectful and attentive in class
- Engage in class – asking questions and participating discussions
- Undertake at least 3 hours study outside of the class teaching hours
- Buy the textbook
- Use the e-library

# Academic Integrity



# Academic Integrity

Academic Integrity is valued at UBSS.

Academic misconduct at UBSS is overseen by the ACADEMIC INTEGRITY COMMITTEE that will apply penalties and sanctions for misbehavior.

Please ensure you are familiar with the ACADEMIC MISCONDUCT POLICY located on the UBSS website: <https://www.ubss.edu.au/policies-and-procedures>

These are  
some forms of  
Academic  
Misconduct



Plagiarism	Reproducing the work of someone else without attribution. When a student submits their own work on multiple occasions this is known as self-plagiarism.
Collusion	Working with one or more other individuals to complete an assignment, in a way that is not authorised.
Copying	Reproducing and submitting the work of another student, with or without their knowledge. If a student fails to take reasonable precautions to prevent their own original work from being copied, this may also be considered an offence.
Impersonation	Falsely presenting oneself, or engaging someone else to present as oneself, in an in-person examination.
Contract cheating	Contracting a third party to complete an assessment task, generally in exchange for money or other manner of payment.
Data fabrication and falsification	Manipulating or inventing data with the intent of supporting false conclusions, including manipulating images.



# Epigeum

***Academic integrity underpins all aspects of a student's studies and is also vital to success in future careers.***

- **EPIGEUM** – This free and interactive academic integrity course is a **compulsory** component of your program that **must** be successfully completed before the submission of the first assessment in Trimester 2 2024.
- The course is available on Moodle and consists of 4 modules. There are unlimited attempts available to complete the 2-hour course and the pass mark is 100%.
- This is a zero-credit course that will appear on academic transcripts.
- The module covers topics such as academic integrity - with examples of breaches of academic integrity, exploring best practice and addressing key issues such as AI.



Epigeum  
Academic Integrity course - 4 modules

Module 1:  
What is academic integrity?

Module 2:  
How do I show academic integrity in my preparation?

Module 3:  
How do I show academic integrity in my work?

Module 4:  
How do I deal with more complex situations?

# Policies & Procedures

## Other Procedures



# Policies and Procedures

You can find all UBSS Policies and Procedures on our website.

<https://www.ubss.edu.au/policies-and-procedures>

## COLLEGE CODE OF CONDUCT

This is the Standard of behaviour UBSS expects of everyone.

***UBSS reserves the right to suspend or expel any student who in any way breaches the College Code of Conduct or any of the associated College Rules.***

## UBSS Student Code of Conduct Policy

## UBSS Grievance and Appeals Policy (Academic) Policy

### ACADEMIC GRIEVANCES

Students are able pursue academic grievances related to:

- Student Academic Progress
- Assessment
- Curriculum
- Awards in a course of study

# Policies and Procedures

## Process for Student Grievances and Appeals (Academic and Non-Academic)

If you have a grievance, your first point of contact should be Student Services or the Learning Support Coordinators, as per existing policies. You can reach them in person during UBSS opening hours, or via email or telephone.

You can also schedule appointments with your Program and Associate Directors to address any issues related to your experience at UBSS.

Please follow the procedures outlined in the relevant policies, such as the Grievance and Appeals policies (Academic and Non-Academic) and the Student Code of Conduct.

If you are not satisfied with the outcome after following these procedures, you may contact the Commonwealth Ombudsman for higher education student complaints:

<https://www.ombudsman.gov.au/complaints>

# Compliance (DHA)

Department of Home Affairs (DHA)

DHA deals with:

- Students visas
- Student visa holders monitoring

DHA is interested in:

- Your academic progress
- Where you live (via your myGCA account)
- Your employment

Important: Group Colleges Australia/UBSS have a legal responsibility to report students who do not meet the DHA requirements.



**Australian Government**  

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**Department of Home Affairs**

# Compliance (DHA)



**Australian Government**  
**Department of Home Affairs**

You choose to apply to the Australian government for a student visa and agree to follow certain rules & conditions to keep your visa – this is called **compliance**

Academic and non-academic intervention strategies are available to you. For more details refer to: **Policies & Procedures** located on the UBSS website. <https://www.ubss.edu.au/policies-and-procedures/>

# Unique Student Identifier (USI)

## What is the Unique Student Identifier (USI)?

To commence studies with UBSS, the Australian government requires all students to have a Unique Student Identification (USI) number. The USI will create a single government identifier for your entire tertiary education journey wherever you study in Australia. This will help simplify information management for students, education providers and the Australian government.

For students who will graduate after 1 January, 2023 the Australian government requires all students to have a Unique Student Identification (USI) number. The USI will create a single government identifier for your entire tertiary education journey wherever you study in Australia. This will help simplify information management for students, education providers and the Australian government.

## What do you need to do?

You will need to read and accept the [\(USI\) Terms and Conditions](#) to use the USI portal.

Select the appropriate option below to either supply your previously obtained USI or apply for a new USI.

**If you don't have your USI yet, apply for one today at: [www.usi.gov.au](http://www.usi.gov.au)**

# Medical Leave

Apply for Medical Leave via *MyGCA/Student Services Online/Support Services/Approved Leave*

When you visit your Doctor ask for a medical certificate.

Doctors are registered with the Australian government and will have a Medicare Provider Number.

## Approved Leave


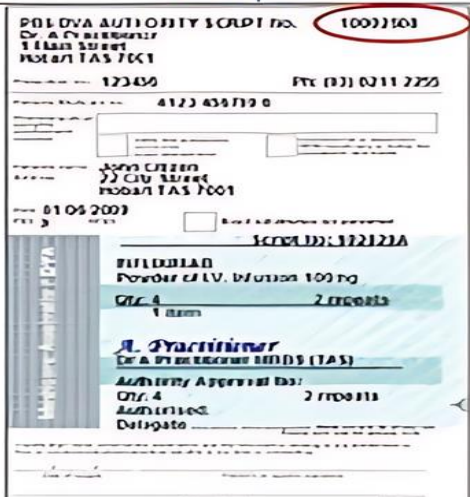
If you wish to take time off from your current study period, you may be able to apply for a leave of absence. If you are an international student with a student visa, you will be subject to student visa conditions and ESOS requirements.

To lodge an application for approved leave, click the Apply Now button.

**UPLOAD YOUR MEDICAL CERTIFICATE** and other documents where applicable.

You must keep the original of all medical documents.  
DHA may wish to view the document.

**Apply now**

Authority Prescription	Computer Generated Authority Prescription
	

# Holidays



**End of trimester holidays** are listed on your **Academic Calendar** available on the **UBSS Student Central website**.

<https://www.ubss.edu.au/academic-calendar/>

If you would like to apply for holidays during your regular study periods you will need to **apply for a deferment** (3-month leave). For more information about this, please see **our**

**Deferment Policy**. <https://www.ubss.edu.au/policies-and-procedures/?tab=Policies%20and%20Procedures>

Please send all Deferment enquiries to [Madilina.Tresca@ubss.edu.au](mailto:Madilina.Tresca@ubss.edu.au)

# Refund & Cancellation

The Refund and Cancellation Policy is outlined in your Offer Letter.

For more details refer to:

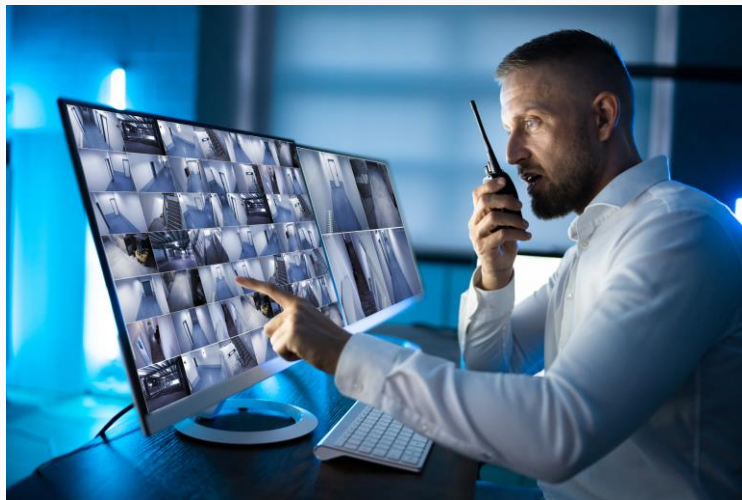
**GCA Refund Policy**

<https://www.gca.edu.au/Uploads/files/GCA%20Refund%20Policy%20v12%202019.pdf>

**Information on Student Tuition Protection Scheme**

<https://www.ubss.edu.au/tuition-protection-service/>

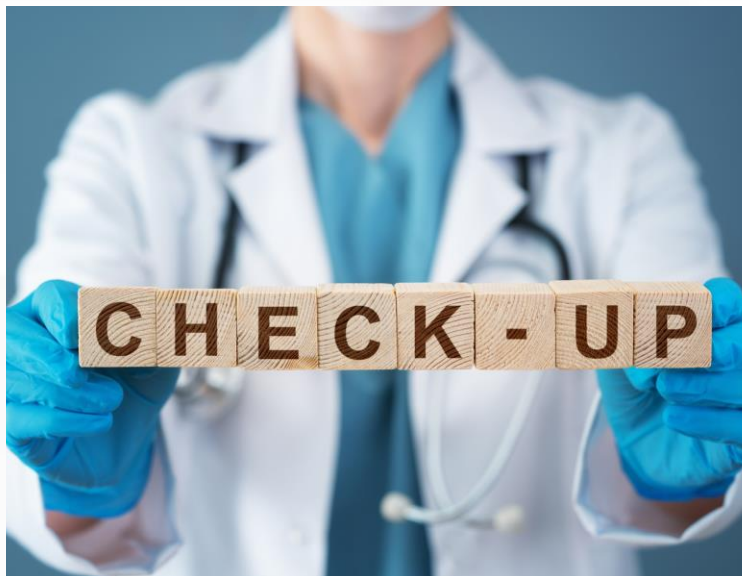
# Security and Health



## Security

UBSS Melbourne CBD Campus has 24/7 security cameras to ensure your safety on campus.

**DO NOT** leave your belongings unattended anywhere.



## Health

For all health-related matters you can visit the nearest medical centre, Swanston Street Medical Centre.

Telephone: +61 3 9205 7500

Address: Level 3, 255 Bourke Street Melbourne VIC 3000

# First Aid

There are First Aid Officers on campus.



# Campus Evacuation Procedure

There is an Evacuation plan in place. In the unlikely event of an emergency follow the instructions of your lecturer and leave in an orderly manner.



# Places of Worship

There are no prayer rooms on campus. Please visit the link below to find places of worship near the campus. [https://www.melbourne.vic.gov.au/sitecollectiondocuments/melbourne\\_city\\_map.pdf](https://www.melbourne.vic.gov.au/sitecollectiondocuments/melbourne_city_map.pdf)

# Hygiene on Campus

## 1. Cover your mouth and nose when you sneeze or cough.

The flu virus can travel through the air when a person coughs or sneezes. When you cough or sneeze you should:

- \* Turn away from other people
- \* Cover your mouth and nose with a tissue or your sleeve
- \* Use disposable tissues rather than a handkerchief (which could store the virus)
- \* Put used tissues into the nearest bin, rather than a pocket or handbag
- \* Wash your hands, or use an alcohol hand rub, as soon as possible afterwards.

## 2. Wash your hands



**Australian Government**  
**Department of Health**

# Hygiene on Campus



Students are to keep bathrooms clean and tidy.  
Consider others – **clean up after yourselves.**



Paper towel is to go in the bin provided.

All sanitary items **MUST** go in the bins provided.

**Please remember...**



# Wellness and Support

At UBSS we focus on all aspects of student wellness and creating a safe environment for all students. UBSS has a dedicated Wellness Committee and support staff who are the first point of contact if you feel unsafe.

If an incident were to occur on the premises during class hours inform your lecturer and/or contact the following Staff:

Assistant Professor Gabrielle Whateley

[Gabrielle.Whateley@ubss.edu.au](mailto:Gabrielle.Whateley@ubss.edu.au)

Assistant Professor Marcella O'Connor

[Marcella.Oconnor@ubss.edu.au](mailto:Marcella.Oconnor@ubss.edu.au)

Assistant Professor Olena Yershova

[Olena.Yershova@ubss.edu.au](mailto:Olena.Yershova@ubss.edu.au)

Assistant Professor Rosetta Privitelli

[Rosetta.Privitelli@ubss.edu.au](mailto:Rosetta.Privitelli@ubss.edu.au)

Sexual misconduct Prevention and Response Policy –

<https://www.ubss.edu.au/media/5080/gca-sexual-misconduct-prevention-and-response-policy-v6.pdf>

Wellbeing and Safety Policy - <https://www.ubss.edu.au/media/5177/wellbeing-and-safety-policy-v6.pdf>

# Counselling

Are you having personal problems? Do you need to talk to someone?

GCA suggests...

Contact your Overseas Student Health Cover (OSHC) provider

Call Lifeline 13 11 14

Beyond Blue 1300 22 4636

# What are your rights at work?

## Know your rights

There are some things you should find out from your employer as soon as possible. This includes:

- your pay rate
- whether you're full-time, part-time or casual (this affects your hours of work, pay rate and leave entitlements)
- your hours of work
- what your job duties will be
- whether there's an award or registered agreement that covers your job (this affects your pay rate, hours of work and other entitlements)
- if there's a probation period for your job.

## Know your responsibilities

You have responsibilities as an employee. These include performing the duties of your job, being punctual and reliable, and following any workplace policies, procedures, and health and safety rules.

A new job can give you a lot of opportunities - try to make the most of it. Check with your employer to see how you're performing and look for ways to improve how you work.

For more information on your rights and responsibilities at work, visit the website:

<https://www.fairwork.gov.au/find-help-for/young-workers-and-students>



# Important: Pay your fees

- You will be non-compliant with the conditions of your Student VISA
- Your CoE will be cancelled, and the DHA will be informed
- You will not have access to your MYGCA account
- You will not have access to our online course materials on Moodle
- You cannot sit assessments
- You may be reported to debt collectors



**Thank you  
and  
Welcome  
to UBSS!!**