

# STUDENT ORIENTATION

ADELAIDE CAMPUS

Trimester 2, 2025

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 Adelaide
- Our Adelaide Campus
- Key UBSS Staff
- Academic Support Services
- Non-Academic Support Services
- Communication
- Important Procedures
- Facilities and Resources
- Academic Progress
- Your Commitment
- Academic Integrity
- Policies and Procedures
- Reminders

# Acknowledgement of Country



We acknowledge the Traditional Custodians of the lands and waters across Australia where our campuses are located and where we gather to meet and learn. Today, I honour the Gadigal people of the Eora Nation, on whose land we are based and all the lands we gather from today.

We pay respect to Elders past and present, whose wisdom, cultural heritage and care for these lands have guided countless generations, just as we strive to guide our students. Inspired by their commitment to learning and community, we walk together toward a future of mutual respect, understanding, and shared opportunity.

# Welcome Message

Dear Students,

Welcome to Universal Business School (UBSS)

You are embarking on an exciting journey of learning and growth. At UBSS, we are dedicated to providing you with the knowledge, skills, and support needed to excel in your chosen field. Our focus is on practical, industry-relevant education, equipping you to thrive in an ever-changing world.

Your time here is a unique opportunity to challenge yourself, explore new ideas, and build lifelong connections. Make the most of it, and remember, our team is here to support you every step of the way.

We are thrilled to have you join our community and can't wait to see all that you will achieve.



**Professor Alan Bowen-James**  
Chief Executive Officer (Interim)  
Chief Academic Officer (Interim)  
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

Bachelor of Accounting

Bachelor of Business

Master of Business Administration (MBA)

*Accounting*

*Entrepreneurship*

*IT Management*

## Student Experience Survey (2023)



# 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 offering a high level of student support and care to deliver a quality learning space providing access to 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

Universal Business School Sydney (UBSS) is a trading name of Group Colleges Australia (GCA), an educational institution based in Australia.

The Board of Directors has ultimate responsibility for GCA performance and operations as an accredited higher education provider.

Academic governance is delegated to the Academic Board (AB) by the Board of Directors in accordance with GCA's Constitution.

Management is delegated to the Chief Executive Officer, who is supported by the Executive Leadership Team and committees that monitor and advise on health and safety, staff and student wellbeing and operational matters.

# 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



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

**CRICOS**



**Australian Government**  
**StudyAssist**

# Professional Accreditation



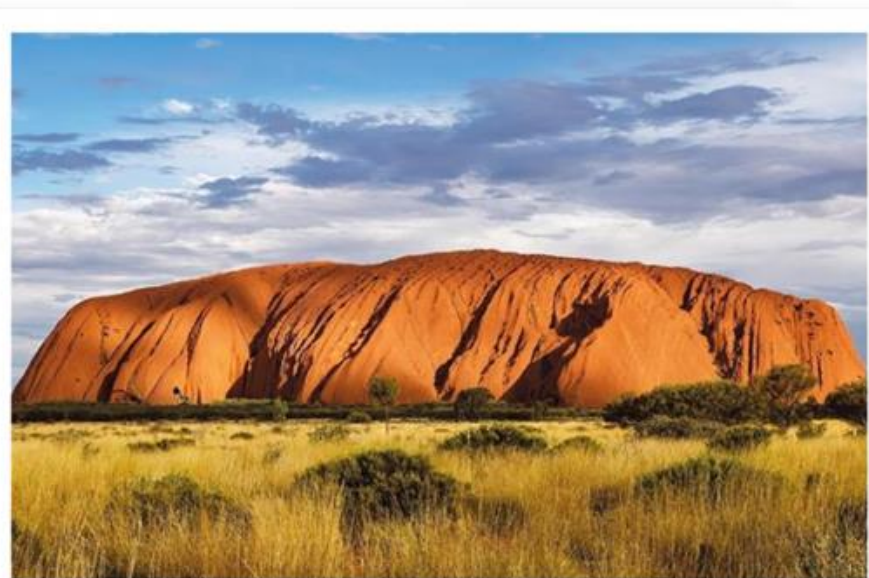
# Living in Australia

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

## International students - Things You Should Know (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:** work health and safety (WHS) information

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

**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>

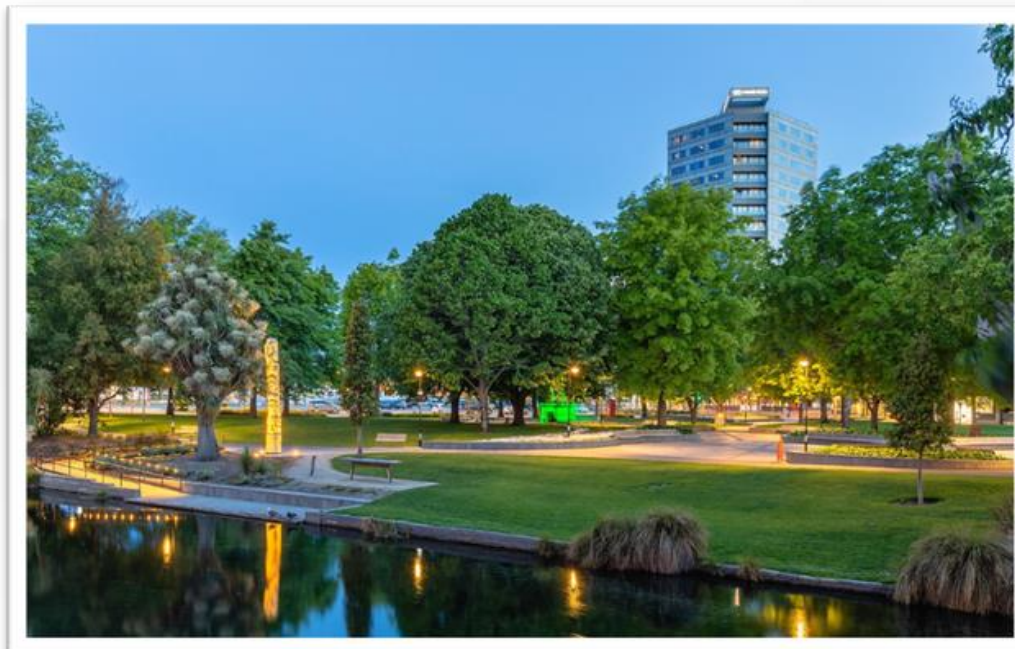
**Legal Advice:** <https://lsc.sa.gov.au/>



# Living in Adelaide

Adelaide, located in South Australia, is a vibrant and welcoming city with a population of over 1.3 million people. Known for its Mediterranean climate, beautiful beaches, and world-renowned wine regions, Adelaide offers an enviable lifestyle. The city boasts a thriving arts and cultural scene, excellent food and wine, and easy access to nature reserves and wildlife parks. Adelaide's affordable cost of living and high standard of living make it an ideal destination for both students and professionals.

## Living In Adelaide



# Living in Adelaide

Adelaide is a city that's brimming with culture, entertainment, and delectable flavours. You can indulge in the world-renowned wine regions located just a few minutes away from the city, bask in the sun at the picturesque metropolitan beaches, partake in the immersive festivals and events, or revel in the bustling restaurant and bar scene that Adelaide has to offer. Adelaide is a gateway to some of Australia's best wine country with tourist attractions including lush parklands and some of the country's best beaches.

Find more information about living and Adelaide, including Cost of Living here:

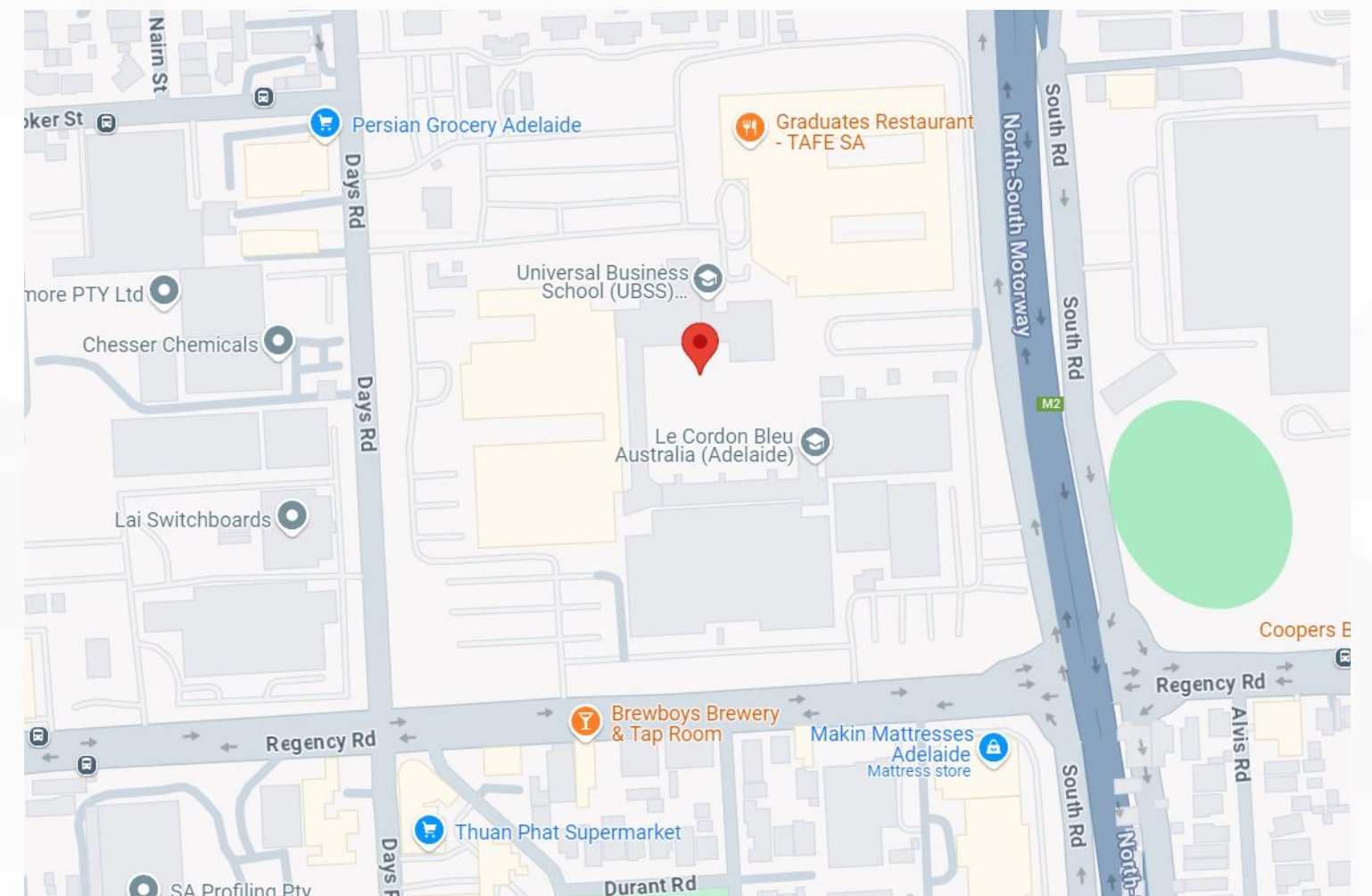
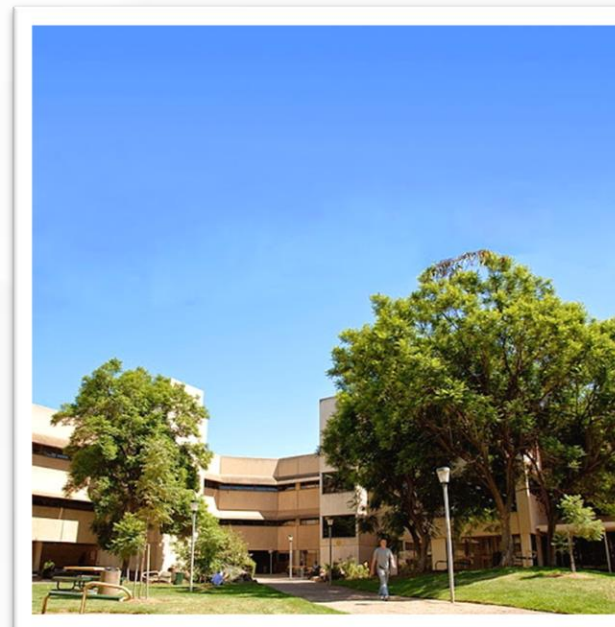
[Living In Adelaide](#)



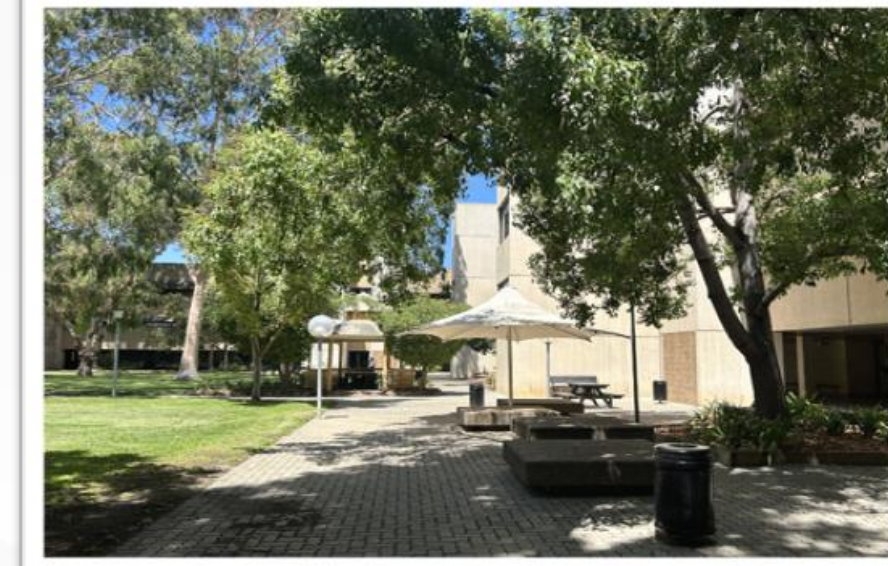
# Our Adelaide Campus

The UBSS Adelaide campus is located within the TAFE SA Regency campus.  
Enter via Entrance 2 on Days Road.

**137 Days Road, Regency Park SA 5010**



# Our Adelaide Campus



# Key UBSS Staff



**Associate Professor  
Wayne Smithson**

Academic Programs Director  
Subject Matter Expert (SME)  
Project Lead  
Sydney CBD campus  
[wayne.smithson@ubss.edu.au](mailto:wayne.smithson@ubss.edu.au)



**Wilhelmina Woortman**

Student Success Manager,  
Sydney CBD campus  
[wilhelmina.Woortman@ubss.edu.au](mailto:wilhelmina.Woortman@ubss.edu.au)



**Jotsana Roopram**

Academic Experience Manager,  
Academic Integrity Committee  
Campus Manager, Sydney CBD  
campus  
[jotsana.roopram@ubss.edu.au](mailto:jotsana.roopram@ubss.edu.au)



**Rita D'Arcy**

Head of People Culture, Privacy  
Officer, Sydney CBD campus  
[Rita.Darcy@ubss.edu.au](mailto:Rita.Darcy@ubss.edu.au)

# Key UBSS Adelaide Staff



**Caroline Rowe**

Lecturer & Campus  
Academic Lead

[Caroline.rowe@ubss.edu.au](mailto:Caroline.rowe@ubss.edu.au)



**Minh Nguyen**

Student Services Officer

[minh.nguyen@ubss.edu.au](mailto:minh.nguyen@ubss.edu.au)

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



**Anushka Khatri**

Registrar & Campus Manager  
- Adelaide

[Anushka.khatri@ubss.edu.au](mailto:Anushka.khatri@ubss.edu.au)



**Atul Rawal**

Marketing Manager

[Atul.rawal@ubss.edu.au](mailto:Atul.rawal@ubss.edu.au)



**Nikki Paz**

Academic Support &  
Administration Officer

[Nikki.paz@ubss.edu.au](mailto:Nikki.paz@ubss.edu.au)

# Key Online MBA Staff



**Melissa Krollig**

Academic Administration and  
Learning Resources Manager

[ecarer@ubss.edu.au](mailto:ecarer@ubss.edu.au)



**Michael Cheel**

Learning Resources Coordinator,  
& Onsite IT Support

[ecarer@ubss.edu.au](mailto:ecarer@ubss.edu.au)

*Note: As 'on campus' students, you likely will not need to contact these team members, however you may see them around campus.*

# Campus Evacuation Procedure

Instructional videos are provided for students to familiarise themselves with emergency procedures.

Please watch the video here: [Emergency Evacuation Procedures](#)

During an evacuation, please remain calm, follow staff instructions, and proceed quickly to the designated assembly point for your safety.



# Academic Support Services



# Academic Staff Roles

The **Lecturer** will be responsible for:

- Direct teaching on their specialist subject
- Creating teaching materials

The **Tutor** will be responsible for:

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

The **Student Success Manager** will be responsible for:

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



# Student Success

## Focus areas include –

- Assisting students with their learning and associated skills development;
- Providing individual advise and guidance to students on a range of matters academic;
- Providing individual consultation with students as required;
- Providing lecture and tutorial support as required;
- Assisting with bookings as required;
- Working co-operatively with the campus staff to create a positive and welcoming environment; and taking an active role in hybrid and face to face supervision.



# Student Success

The Student Success Manager has developed workshops to assist you in your learning.

## Official Point of Contact

For all enquiries regarding the support services that UBSS offers to students, please contact:

Wilhelmina Woortman  
Student Success Manager  
Email: [Wilhelmina.Woortman@ubss.edu.au](mailto:Wilhelmina.Woortman@ubss.edu.au)

Nikki Paz  
Academic Support & Administration Officer  
Email: [Nikki.paz@ubss.edu.au](mailto:Nikki.paz@ubss.edu.au)

## Booking Appointments

Book an appointment with the Student Success Manager via the [UBSS Mobile app](#).

Appointments will be held on Microsoft Teams or face to face as advised by the Student Success Manager.

# Student Success

**The Student Success Manager has 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.	Effective note-taking <a href="https://youtu.be/TQZDK8Q6UvY">https://youtu.be/TQZDK8Q6UvY</a>
Workshop 3.	Structuring an Essay <a href="https://youtu.be/AxZyHI4Qjwc">https://youtu.be/AxZyHI4Qjwc</a>
Workshop 4.	Paragraphing in essay writing <a href="https://youtu.be/n88mOIJJIX4">https://youtu.be/n88mOIJJIX4</a>
Workshop 5.	Preparing a Presentation <a href="https://youtu.be/x2YQetFMuTo">https://youtu.be/x2YQetFMuTo</a>
Workshop 6.	Avoiding Plagiarism <a href="https://youtu.be/l_ZMCf3qa5A">https://youtu.be/l_ZMCf3qa5A</a>
Workshop 7.	Artificial Intelligence <a href="https://youtu.be/z9XKwXcsD6Y">https://youtu.be/z9XKwXcsD6Y</a>

# Other Student Success Services

- Academic Monitoring and Intervention Management -  
Academic Progression, Monitoring and Intervention Policy on the website –  
[Policies & Procedures](#)
- Learning Resources, Reading Subjects & Student Central -  
[Student Central](#)
- Video recordings of class lectures via Moodle
- [E-libraries](#)
- [MBA TV](#) for subject content support

# 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
- Student Orientations: Refer to the website for the
  - Student Orientation Page
  - Student Orientation Policy
- Equity and Diversity  
Refer to the website for the below policies:
  - Equity, Diversity and Inclusion Policy
  - Indigenous Australian Education Policy
  - Mental Health of Students Policy
  - Health, Safety and Wellbeing Policy

# Non-Academic Student Support

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

[International Education – Support International Students](#)  
[Education & Learning – Student Support Programs](#)

- Language and interpreter services
- Living in SA (including accommodation information)
- Identity cards and documents
- Safety and emergency help
- Health and wellbeing
- Transport and travel
  
- Financial Support for Students - ask our Student Services Department for more information or visit:  
[International Education – Financial Assistance](#)  
[Education & Learning – Financial Help, Scholarships & Grants](#)

# Communication



# Communication

Effective communication between UBSS and students is VERY important.

The main ways of communicating:

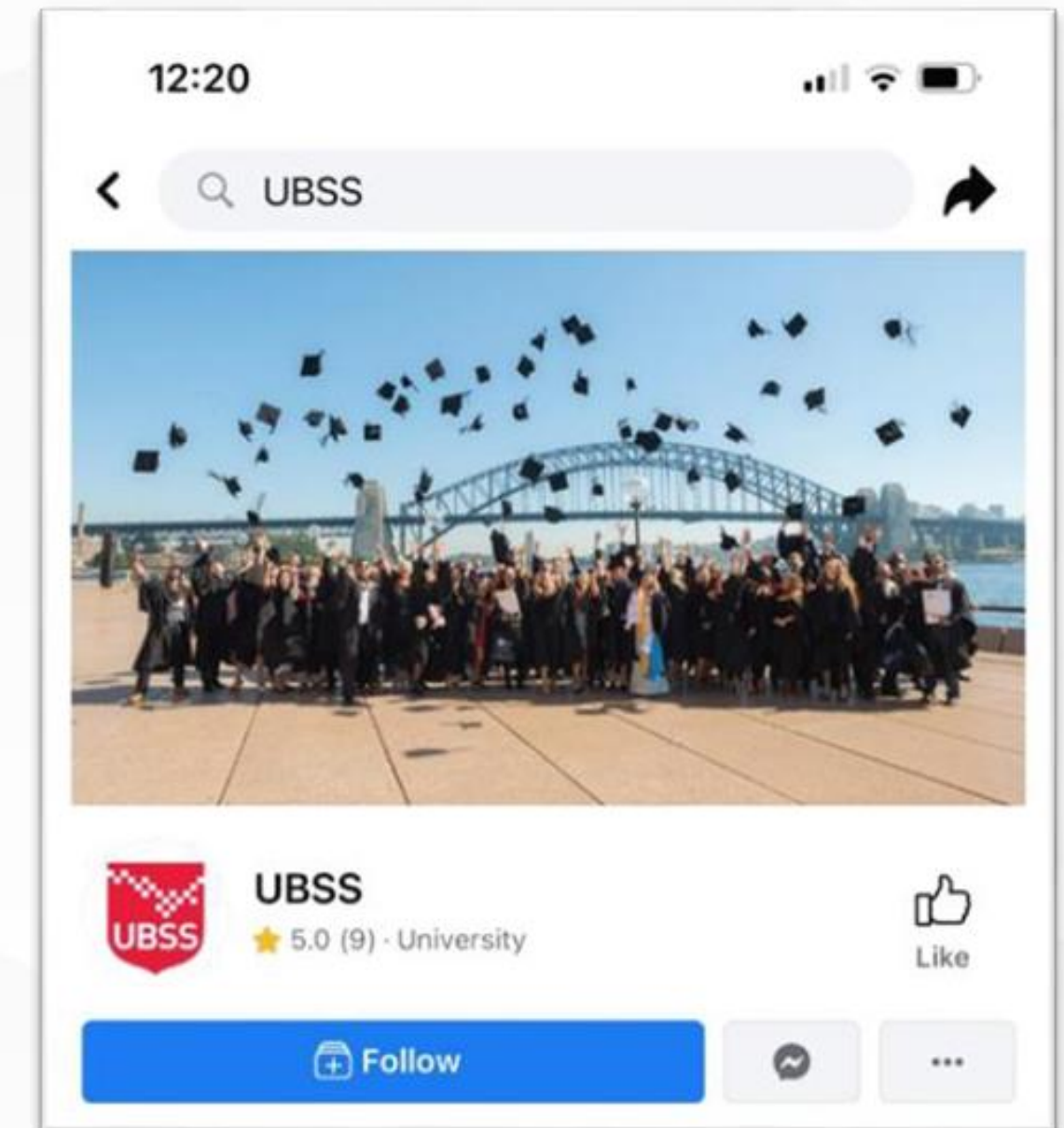
- **GCA Webmail:** all students have an email account ([studentID@studentmail.gca.edu.au](mailto:studentID@studentmail.gca.edu.au)).
- **SMS to mobile:** text messages are sometimes sent for urgent messaging.
- **UBSS Mobile App:** we might send you notifications via your UBSS Mobile App, so make sure 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 UBSS student experience. We strive to provide our students with high- quality, relevant and useful content at UBSS.

We provide daily content related 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



# Important Procedures



## Important procedures - 1

### Download the UBSS Mobile App

Please download your UBSS Mobile App today.



Via the UBSS App students can:

- 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

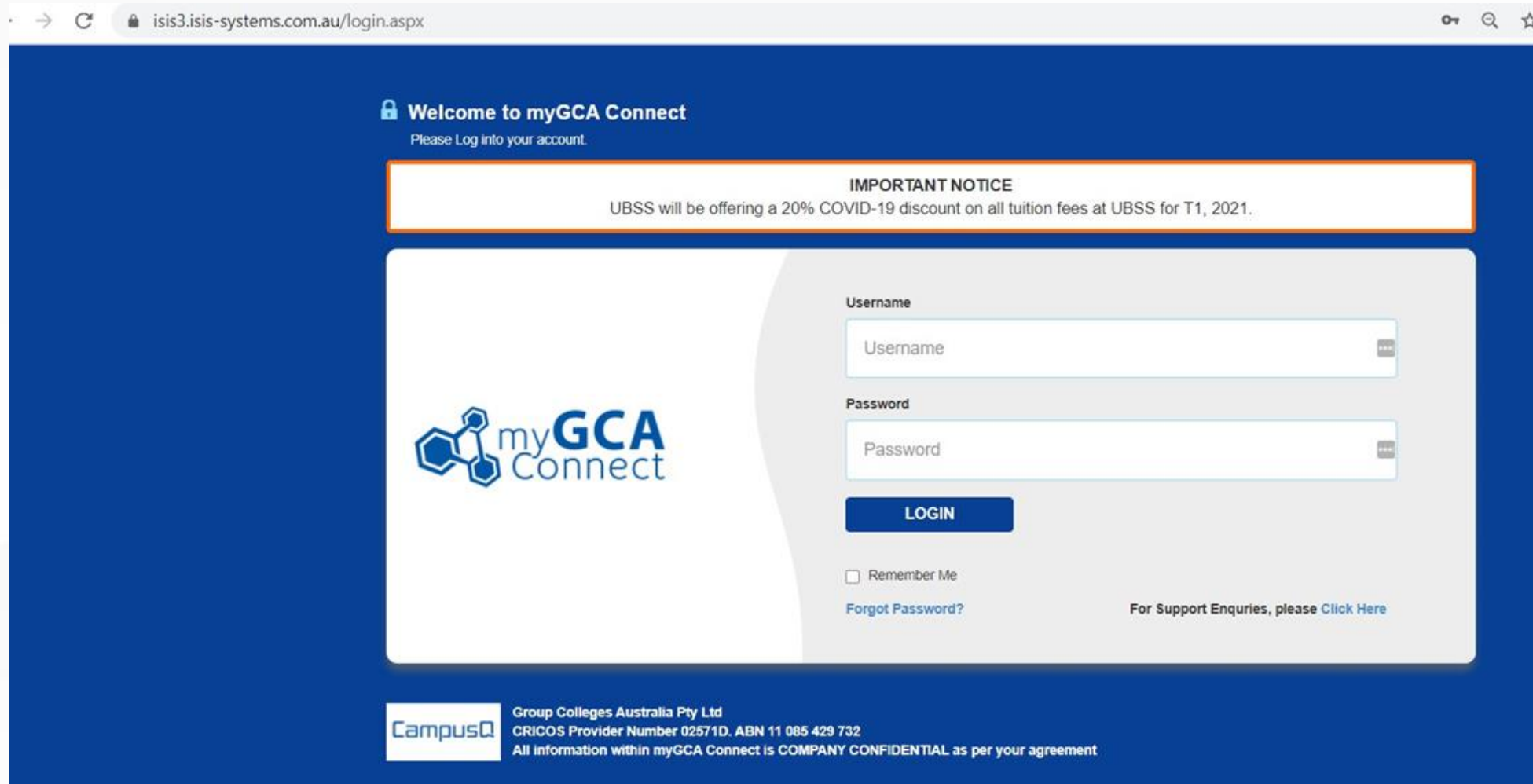
UBSS utilises the CQ Queue Management System which allows students to:

- 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 - [Student Central](#)



The screenshot shows a web browser window with the URL [isis3.isis-systems.com.au/login.aspx](http://isis3.isis-systems.com.au/login.aspx). The page has a blue header with a lock icon and 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 login fields for "Username" and "Password", both with "Username" and "Password" placeholder text. Below these fields is a blue "LOGIN" button. Under the "LOGIN" button, there is a checkbox for "Remember Me" and a link for "Forgot Password?". At the bottom right of the login area, there is a link that says "For Support Enquiries, please Click Here". The footer of the page is blue and contains the "CampusQ" logo, the text "Group Colleges Australia Pty Ltd", "CRICOS Provider Number 02571D. ABN 11 085 429 732", and a confidentiality statement: "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 – 4 Subject Selection



Log into your myGCA account **today** and select your subjects.

Visit the UBSS website for more information on [Subject Selection](#) and [Courses](#).

Step 1 : Log into your myGCA student account



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



Step 3: Click on Subject Selection

## 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 Census Day 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](#)

# Facilities & Resources



# Access MOODLE



## UBSS Student Central

**Easy access to all your student resources.**

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:

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

Moodle can be accessed through your [Student Central](#) found on the UBSS website.

# 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.**

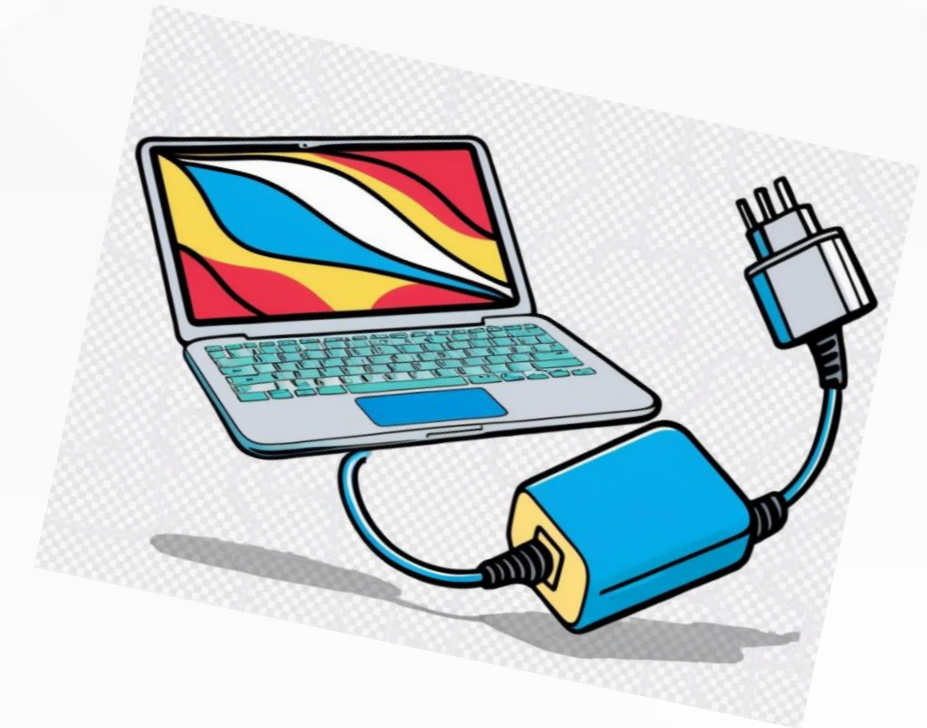
# Office 365

BYOD- Make sure you have your own charged device as there are no computers for student use on campus. **Ensure that your technology is up to date and you bring your charger with you.** Remember to have an Australian power point adaptor if required.

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

Word	Teams
Excel	Webmail
PowerPoint	

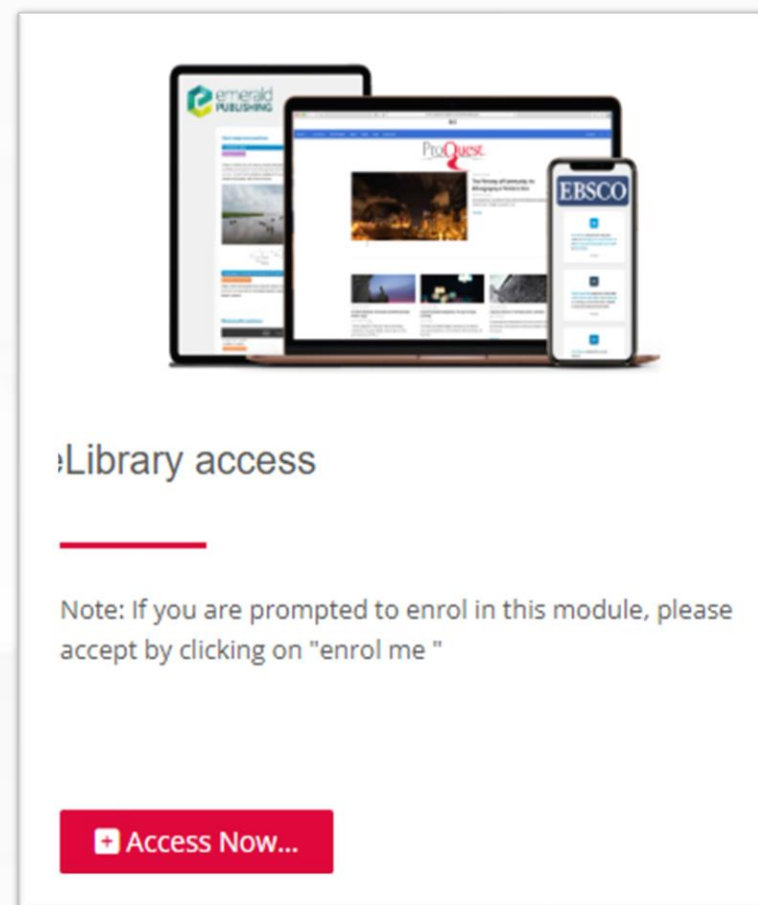
Students can use these applications via the web, or they can download and install the full copy of Office onto their own personal PC/Mac. Access Office 365 from **portal.office.com**



# E-libraries

Complete and optimised research solution.

To access the UBSS [e-Libraries](#), log into your myGCA account and click here:



# Academic Progression



# Academic Progression

UBSS implements comprehensive procedures for assessing and managing students' course progress to ensure compliance with academic standards and visa requirements.

## 1. Early warning

- A student fails the first assessment.
- Early intervention strategies may apply.

## 2. Warning 1 - "At Risk"

- A student is considered "at risk" if they fail to achieve the required 50% completion rate of units in a study period.
- Intervention strategies are developed to support these students, such as academic counselling, additional tutorials, or referrals to support services.

## 3. Warning 2 - Unsatisfactory Course Progress

- A student is deemed to have unsatisfactory course progress if they fail to meet the 50% completion rate across two consecutive study periods.
- Warning 2 is an Intention to Report Letter issued to the student, outlining the consequences and steps to appeal the decision.
- If the appeal is upheld, the intervention strategies apply. If the appeal is NOT upheld, the reporting stage applies.

## 4. Reporting to the Department of Home Affairs

- UBSS is required to report students who fail to achieve satisfactory course progress and are therefore in breach of their visa conditions.
- Reporting is conducted through the appropriate channels in compliance with the ESOS Act and National Code.
- Consequences include cancellation of the CoE and potential cancellation of the student visa.
- These procedures are designed to monitor student performance, provide timely support, and ensure compliance with academic and regulatory obligations. For the full version of

For more information see our [Academic Progression, Monitoring and Intervention Policy](#) on the website

# 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 misbehaviour.

Please ensure you are familiar with the *Academic Integrity Policy* and *Artificial Intelligence Policy* located on the UBSS website: [Policies & 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

## About 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 under External Policies.

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

All students are required to understand and follow the GCA/UBSS policies. If you are unclear on any parts of policy, please reach out to Student Services.

The policies cover topics such as:

- Admissions
- Enrolment
- Progression
- Academic Integrity
- Misconduct
- Complaints (grievance) and Appeals
- Support and Safety

Please ensure you are familiar with the policies.

UBSS reserves the right to suspend or expel any student who in any way breaches policy.

# 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 Student Success Manager, 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 the Academic Programs Director 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 Policy. [Available on the website](#)

If you are not satisfied with the outcome after following these procedures, you may contact the Commonwealth Ombudsman for higher education student complaints: [HERE](#)  
You may also contact the National Student Ombudsman at any time: [HERE](#)

# 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.

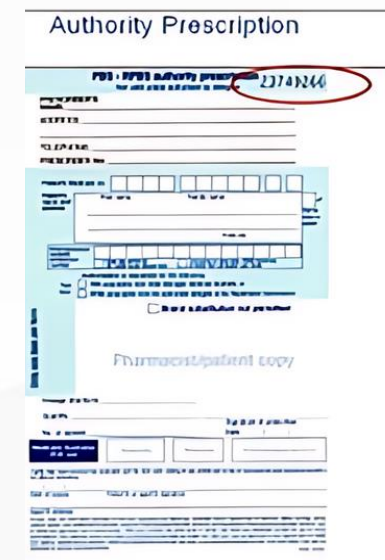

To lodge an application for approved leave, click the Apply Now button.

**Apply now**

**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.

Authority Prescription	Computer Generated Authority Prescription
	

# Holidays



End of trimester holidays are listed on your [Academic Calendar](#) available on the UBSS Student Central website.

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](#).

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

# Refund & Cancellation

The refund and cancellation policy is outlined in your Offer Letter.

For more details refer to:

**[Fees and Refund Policy](#)**

**[Course Deferral Policy](#)**

**[Information on Student Tuition Protection Scheme](#)**

# Security and Health



## Security

UBSS Adelaide 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 hospital - The Queen Elizabeth Hospital

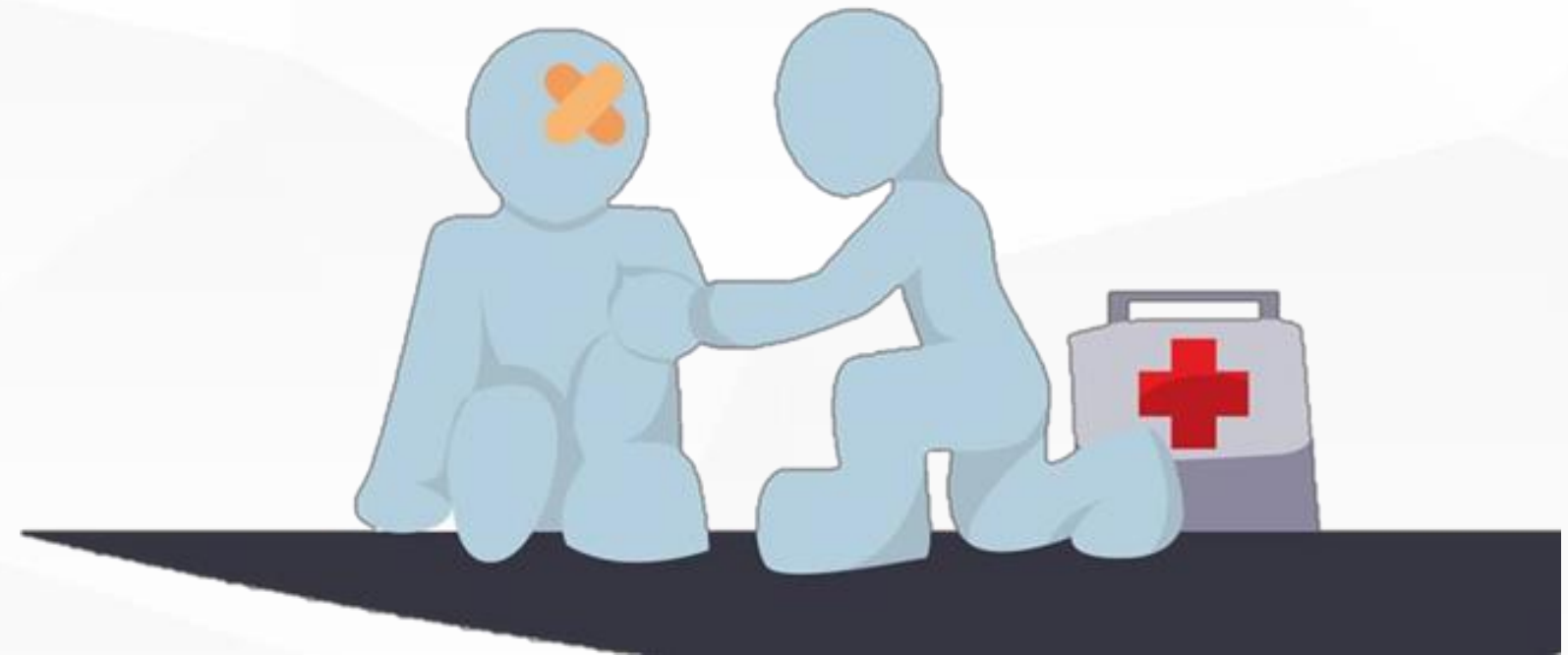
Phone: (08) 8222 6000

Address: 28 Woodville Rd, Woodville South, SA 5011



# First Aid

Please visit Student Services if in need of medical assistance or call triple zero (000)



# Places of Worship

Please note that there are no prayer rooms available on Level 2 – C Block.

However, TAFE SA , Regency Campus - C Block **Level 1** has a prayer room that can be accessed when needed.

Alternatively, you can visit the link below to find places of worship near the campus: [HERE](#)

# 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/tutor and/or contact the following staff:

Minh Nguyen (Vanessa) – Student Services Coordinator, Adelaide Regency Park campus  
[Minh.Nguyen@ubss.edu.au](mailto:Minh.Nguyen@ubss.edu.au)

Nikki Paz – Academic Support and Administration Officer, Adelaide Regency Park campus  
[Nikki.Paz@ubss.edu.au](mailto:Nikki.Paz@ubss.edu.au)

Anushka Khatri – Campus Manager, Adelaide Regency Park campus  
[Anushka.Khatri@ubss.edu.au](mailto:Anushka.Khatri@ubss.edu.au)

For more information, view the following policies on the [Website](#)

- Student Sexual Misconduct, Prevention and Response Policy
- Health, Safety and Wellbeing Policy
- Mental Health of Students Policy

# Counselling

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

GCA suggests...

Contact 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

- Avoid being **in breach of** the conditions of your **Student VISA**
- Your **CoE** may 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**



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