Charles Darwin University Melbourne

International Student Prospectus 2015

Melbourne, Victoria

You too can be the best in your chosen field

MUTTIAH MURALITHARAN
The highest wicket taker in the world of cricket with an amazing 800 wickets

www.atmc.edu.au
CRICOS Provider No. 00300K (NT & VIC) CRICOS Provider No. 03013D
Charles Darwin University is ranked in the top 2% of universities in the world (Times Higher Education, 2013) and ranked in the top 100 of universities under 50 years old. We are one of the youngest universities in Australia, with a growing international reputation for our research quality and output, and a strong commitment to excellence in education and the student learning experience. We are a member of the prestigious Australian Innovative Research Universities group.

The University delivers our excellent degree courses, Bachelor of Commerce, Bachelor of Accounting, Master of Accounting and Master of Business Administration in Melbourne in a strategic partnership with the Australian Technical and Management College. This partnership has a key focus on providing a high-quality teaching and learning experience for our undergraduate and postgraduate students with qualified and experienced staff in the centre of Melbourne city.

I am confident that you will be well supported to achieve your educational goals and your future career aspirations.

I look forward to welcoming you to Charles Darwin University.

A MESSAGE FROM ATMC’S CEO

Welcome to the Australian Technical and Management College (ATMC), an ideal education provider for students seeking an industry-relevant curriculum.

ATMC offers a variety of programs in Management, Business and Accounting at Diploma, Bachelor and Master degree level. The Bachelor and Master degree programs are offered in association with the Charles Darwin University (CDU).

CDU and ATMC work together to provide students with relevant, high quality education. Our programs are delivered in a personalised learning environment with a student-focused approach. On successful completion of a Bachelor or Master degree program, graduates are awarded a Charles Darwin University degree that is internationally recognised.

I wish you all the best in your studies and look forward to getting to know you at ATMC.

Welcome to the Australian Technical and Management College (ATMC), an ideal education provider for students seeking an industry-relevant curriculum.

ATMC offers a variety of programs in Management, Business and Accounting at Diploma, Bachelor and Master degree level. The Bachelor and Master degree programs are offered in association with the Charles Darwin University (CDU).

CDU and ATMC work together to provide students with relevant, high quality education. Our programs are delivered in a personalised learning environment with a student-focused approach. On successful completion of a Bachelor or Master degree program, graduates are awarded a Charles Darwin University degree that is internationally recognised.

I wish you all the best in your studies and look forward to getting to know you at ATMC.
Welcome to CDU Melbourne

Charles Darwin University (CDU) is a research intensive dual sector public university with a long history in the Northern Territory of Australia. CDU has approximately 22,000 students, enrolled in VET, Higher Education and Research courses throughout Australia, including 7 campuses across the Northern Territory, Melbourne and Sydney. More than eight hundred international students from 55 different countries study at the Casuarina campus in Darwin.

CDU Melbourne is located in the central business district close to public transport, shops and cafes and restaurants. CDU and Australian Technical & Management College (ATMC) are working in partnership to provide international students with a high quality education in the following CDU degree courses approved and accredited by the CDU Academic Board: Bachelor of Accounting, Bachelor of Commerce, Master of Accounting (Professional Practice) and Master of Business Administration.

All applications for admission to CDU Melbourne are processed in accordance with the University’s admission policies, processes and entry standards as outlined in this Prospectus and on the CDU website. Students will be enrolled as CDU students and entitled to all the concomitant rights and obligations of a CDU student and subject to all CDU policies and procedures for admission, enrolment, progression, assessment, complaints management, student services and student satisfaction surveys.

www.cdu.edu.au/international

QUALITY ASSURANCE

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia’s independent national regulator of the higher education sector.

The Agency regulates and assures the quality of Australia’s large, diverse and complex higher education sector, and registers and assesses the performance of higher education providers against the Higher Education Standards Framework.

www.teqsa.gov.au

The Australian Qualifications Framework (AQF) is an Australian Government national system that regulates all Australian qualifications to ensure a high standard of Australian qualifications throughout the country. The AQF contributes to the worldwide recognition of Australian qualifications.

The Education Services for Overseas Students (ESOS) Act 2000 requires education providers to meet nationally consistent standards in education quality, facilities and services. The ESOS Act ensures that international students studying in Australia receive the same standard of education as Australian students. Education providers that offer courses for international students must be registered on the Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and demonstrate that their courses, services and facilities meet Australian standards. Charles Darwin University is a
Teaching & Learning

TEACHING
Teaching is face to face and classes are taught by academically qualified and experienced academic staff. Teaching and learning methods include lectures and tutorials, seminar presentations and practical classes.

Lectures will generally contain the core information to be covered that academic week. All students enrolled in the unit will attend lectures as a group. Tutorials provide an opportunity to discuss the lecture and related topics in detail. Students are asked to present papers individually or as part of a group in a tutorial.

Self-directed study is a student’s personal program of study which fits around the contact hours of lectures and tutorials. This personal program includes reading, research, writing up lecture notes, writing essays and reports, discussion with other student and lecturers, studying for exams etc. A well organised and regular study program is essential for success. Studying may seem difficult at first, but it is natural to take some time to settle into studying. Lecturers and tutors are available to assist students if they have any questions or concerns.

At CDU Melbourne you have the option to do three semesters in one year to fast-track your studies. This enables you to complete a three year degree one year earlier than students studying in a conventional two semester system.

ASSESSMENT METHODS
Course specific information on assessment and standards is given to students during the first lecture for each unit. Regular written assignments, tutorial participation, practical work, projects and research reports, short tests, semester and final examinations may form part of the assessment. CDU Faculty Board will moderate assessment and examinations and will approve final results. Detailed information on assessment rules and guidelines are available at:

HIGHER EDUCATION GRADES

<table>
<thead>
<tr>
<th>Result</th>
<th>Mark Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H - High Distinction</td>
<td>85 - 100%</td>
<td>Work of outstanding quality</td>
</tr>
<tr>
<td>D - Distinction</td>
<td>75 – 84%</td>
<td>Work of superior quality</td>
</tr>
<tr>
<td>C - Credit</td>
<td>60 – 74%</td>
<td>Work of good quality showing more than satisfactory achievement</td>
</tr>
<tr>
<td>P - Pass</td>
<td>50 – 59%</td>
<td>Work showing a satisfactory achievement</td>
</tr>
<tr>
<td>F - Fail</td>
<td>0 – 49%</td>
<td>Work showing an unsatisfactory achievement</td>
</tr>
</tbody>
</table>

ACADEMIC YEAR SCHEDULE
At CDU Melbourne you have the option to do three semesters in one year to fast-track your studies. This enables you to complete a three year degree one year earlier than students studying in a conventional two semester system.

2015 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th></th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easter Break</td>
<td>3 - 6 Apr 2015</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Semester break</td>
<td>7 - 10 Apr 2015</td>
<td>7 - 11 Sep 2015</td>
<td>N/A</td>
<td>21 Dec 2015 - 1 Jan 2016</td>
</tr>
<tr>
<td>Exam period</td>
<td>8 - 19 Jun 2015</td>
<td>26 Oct - 6 Nov 2015</td>
<td>N/A</td>
<td>22 - 26 Feb 2016</td>
</tr>
</tbody>
</table>
Life in Melbourne

**STUDENT VISA CONDITIONS**

Australian student visa regulations require international students to enrol in full-time study and to complete their course of study within the minimum course duration. The minimum course duration at CDU, as quoted in this Prospectus, is based on a standard full-time study load of four units per semester for a coursework degree. Students are permitted to study online for no more than 25% of their course but may not be enrolled exclusively in online learning units during any semester of study.

- Maintain full-time attendance
- Maintain satisfactory academic progress
- Notify the University immediately of any changes in address and contact details while in Australia
- Complete their course of study within the period of their student visa

Further information can be found at:  
www.immi.gov.au

**LIBRARY**

CDU Melbourne students have online access to the main library collection which is housed at the Casuarina campus in Darwin. The library holds a stock of over 300,000 and provides all students, including those in Melbourne, with online access to over 17,000 journals.


The library at ATMC premises holds textbooks and journals for students’ use and work stations with computers for private study or online research. The library has a multi-function printer for scanning and photocopying.

**TEACHING FACILITIES**

CDU Melbourne provides state of the art teaching facilities. Classrooms for lectures and tutorials are spacious and air conditioned, equipped with computers, data projectors, and wifi enabled throughout with online connectivity to CDU on line lectures and interactive teaching. Facilities include, library, internet based computer labs, student quiet study rooms, student lounge and recreation amenities, photocopying and printing access (students are allocated a monthly quota).

The small class sizes at CDU Melbourne ensure all students’ individual learning needs are well supported by our expert academic staff.

**INDUSTRY FOCUSED PROGRAMS**

CDU’s courses are regularly updated to suit specific trends in the ever changing international environment. The University’s close association with industry assists in the review and design of courses to benefit our graduates. CDU Melbourne is committed to keeping the degree programs relevant to the industry environment, nationally and internationally.
DEPARTURE AND ARRIVAL INFORMATION

You should arrive at least one week before your classes start to allow time for your enrolment and orientation. This will ensure you have a smooth transition to living and studying in your new environment.

Before leaving home
1. Read about your destination
   www.australia.com
   www.studyinaustralia.gov.au
   www.melbourne.vic.gov.au
2. Check passport, visa, medical requirements and airline bookings.
3. Pack carefully for life in a different climate. In addition to appropriate clothing you should bring specialised medication and household items such as sheets, towels, favourite cookbook or special cooking implements.
4. Have a small amount of Australian currency for initial needs ($100 AUD). There is a currency exchange counter in the Arrivals Hall at Melbourne International Airport.

Customs and immigration on arrival
Before arrival in Melbourne you will be given a Customs and Quarantine form to complete. Answer each question carefully as fines for violations are very high. Australia has strict regulations to ensure against diseases and pests. Do not bring any parcels into Australia if you do not know the contents. If you have items that must be declared to Customs it is wise to pack them together in easily accessible luggage.

Transport from Melbourne International Airport
Once you have cleared all incoming passenger checkpoints, you will be welcomed to Australia and directed to the Arrivals Hall. If you need to exchange some money into Australian dollars you will find Currency Exchange booths throughout the airport.
If you have arranged for friends or relatives to meet you, they will be waiting for you in the Arrivals Hall.

Public transport is available at all international airports (see below) and most regional airports. You can generally expect that a taxi service will be available, and you may also find buses and trains.

Airport Pick up
Airport pick up service is available to international students upon request, charges apply. Students will be met at the Arrivals Hall and taken to their accommodation. For further details contact us at:
support@atmc.vic.edu.au

OVERSEAS STUDENT HEALTH COVER (OSHC)

Overseas Student Health Cover (OSHC) is compulsory for student visa holders. OSHC Worldcare is the preferred OSHC provider for CDU. Policy Rates shown in the below table are for 2015.

Allianz Global Assistance OSHC Policy Rates

<table>
<thead>
<tr>
<th>Months</th>
<th>Single</th>
<th>Dual Family</th>
<th>Multi Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>$553</td>
<td>$1,906</td>
<td>$3,897</td>
</tr>
<tr>
<td>18</td>
<td>$856</td>
<td>$2,218</td>
<td>$6,581</td>
</tr>
<tr>
<td>24</td>
<td>$1,141</td>
<td>$3,068</td>
<td>$9,266</td>
</tr>
<tr>
<td>36</td>
<td>$1,762</td>
<td>$4,589</td>
<td>$15,165</td>
</tr>
</tbody>
</table>

www.oshcallianzassistance.com.au

STUDENTS SUPPORTING DEPENDANTS

A student bringing a spouse and/or children to Australia must demonstrate that they have enough money to support them before the Australian Government will issue a visa. It is a condition of the dependant visa that all children between the ages of 5 and 18 must attend school full-time. School fees are indicated in the table below and childcare costs (for children under the age of 5) of up to $80 per day also need to be considered.

2015 International School Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Annual Fee (AUD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$242</td>
</tr>
<tr>
<td>Primary School</td>
<td>$8,159</td>
</tr>
<tr>
<td>Junior Secondary School</td>
<td>$10,783</td>
</tr>
<tr>
<td>Senior Secondary School</td>
<td>$12,095</td>
</tr>
</tbody>
</table>

The Victorian Department of Education and Early Childhood Development (DEECD), is responsible for processing applications from prospective international students to study in government schools.
www.study.vic.gov.au

ORIENTATION

Attendance at Orientation is compulsory. CDU Melbourne organises an International Student Orientation program for new students each semester in the week before teaching commences. The Orientation program is designed to familiarise new students with the University services, facilities, and support staff and to prepare students for living and studying in their new environment. This is also an opportunity to meet other new students and to take part in the organised social and recreational activities.

www.immi.gov.au

GENERAL LIVING EXPENSES

The Department of Immigration and Border Protection (DIBP) requires evidence that applicants for a student visa have sufficient funds to complete their studies. Expenses to be considered include visa fees, Overseas Student Health Cover (OSHC), tuition fees, general living expenses and return airfares.

The Australian Government recommends a single student budget of $18,610 AUD per annum for living expenses. Accommodation costs are a large component of living expenses. Allowance should be made for recreation, emergencies and health expenses not covered by OSHC. Exchange rate variations may also affect budgeting. A married student will need an additional $5,000 AUD per year for a spouse and approximately $3,000 AUD per year per child.
www.immi.gov.au
Initial Accommodation Expenses
(Based on shared accommodation)

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost (AUD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation bond</td>
<td>$500 - $1200</td>
</tr>
<tr>
<td>(Equal to 4 weeks rent)</td>
<td></td>
</tr>
<tr>
<td>2 weeks rent in advance</td>
<td>$250 - $600</td>
</tr>
<tr>
<td>Utility connection fees</td>
<td>$100 - $200</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$850 - $2000</strong></td>
</tr>
</tbody>
</table>

Estimated Weekly Expenses
(Based on a single student)

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost (AUD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>$125 - $300</td>
</tr>
<tr>
<td>Electricity, gas, water</td>
<td>$10 - $20</td>
</tr>
<tr>
<td>Telephone and internet</td>
<td>$20 - $40</td>
</tr>
<tr>
<td>Food and groceries</td>
<td>$50 - $80</td>
</tr>
<tr>
<td>Public transport</td>
<td>$20 - $45</td>
</tr>
<tr>
<td>Personal (clothing, health etc)</td>
<td>$10 - $15</td>
</tr>
<tr>
<td>Recreation and entertainment</td>
<td>$20 - $50</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$245 - $550</strong></td>
</tr>
</tbody>
</table>

ACCOMMODATION OPTIONS

There are many different types of accommodation available, so you should be able to find something that suits your needs. Most accommodation, except home stay, does not include electrical items, furniture, and bedding or kitchen utensils. Cheap household goods are available from second-hand retail outlets or are advertised for private sale in newspapers or on institution noticeboards, but you may wish to bring some of your own basic items.

Temporary accommodation can be arranged for you before you leave home so that when you arrive you have some time to consider your long-term options.

Finding the right accommodation is one of the biggest challenges facing a new international student, and finding a place in your price range can be even harder. It is extremely important that you factor the cost of housing into your budget before you come to Australia, and have access to funds that will cover rent expenses. Keep an eye on websites like www.gumtree.com.au, www.domain.com.au and www.realestate.com.au which list accommodation for rent. This should give you a good idea of the type of accommodation that is available to a person with your budget. Another good tip is to get references from people you may already have rented accommodation from at home. Providing copies of these references to a real estate agent when you apply for a property can show them that you have a proven record of being a good tenant. You should also be prepared to provide them with evidence that you have enough money to pay for your accommodation, for example with a bank account statement.

Consumer Affairs Victoria has information on your rights and responsibilities when renting a house or apartment in Victoria. www.consumer.vic.gov.au

SOCIAL ACTIVITIES

An ongoing social activities program runs throughout each semester and provides opportunities for students to enjoy a range of activities outside study. We have many activities available including regular student parties, film screenings and museum visits. These events are a great way to meet other students and make new friends. Event calendars are made available on enrolment.

PUBLIC TRANSPORT

Melbourne has plenty of transport options to get you around town or across the country. Australia’s public transport system is comparatively safe and affordable. Depending on where you live it can include trains, buses and trams. You can buy tickets at train stations, and at news agencies or on institution noticeboards, but you may wish to bring some of your own basic items.

Train

Suburban trains are faster than trams or buses, but they don’t go to many of the inner suburbs. Flinders St Station is the main suburban terminal. During the week, trains start at 5am and finish at midnight.

Bus

Generally, buses continue from where the trains finish, or go to places, such as hospitals, universities, suburban shopping centres and the outer suburbs, not reached by other services.

Tram

Melbourne’s trams cover the city and inner suburbs. Tram stops are numbered from the city centre. There are also “light rail” services to some suburbs which run along disused rail lines. Remember to look out for cars when getting off trams.

www.ptv.vic.gov.au
www.vline.com.au
Student Support

At CDU Melbourne we are dedicated to providing all our students with the very best support services, so that they have a successful academic and personal experience. In addition to the normal support services, international students are provided with a range of specialist services such as assistance with resume-writing and looking for part-time work. Students have access to welfare-related support services to assist with issues that may arise during their study, including course progress, attendance requirements and accommodation.

ACADEMIC SUPPORT PROGRAMS
The Academic Language and Learning Success Program (ALLSP) assists CDU students in developing their academic skills by way of workshops and individual tutoring sessions on-campus and in online classrooms. All of the services offered through this program are provided free of charge to all CDU Melbourne students. Workshops topics include:
• English language skills
• Academic reading and writing techniques
• Oral presentation strategies
• Stress management techniques
www.cdu.edu.au/academic-language-learning/allsp

CAREERS GUIDANCE
CDU Melbourne provides specialist career services, including career coaching that is delivered by a qualified Careers Counsellor. These services are free to all enrolled CDU Melbourne students and include an exclusive Program on Strategic Career Management. The program includes workshops that can assist with identifying career opportunities, resume development and preparing for interviews. Additional Career Assist sessions are designed to help students to maximise their employability outcomes. Sessions are scheduled regularly throughout the year.

STUDENT MENTORS
First year students are allocated a senior student to act as their mentor and assist with the smooth transition to Australian student life. We recognize that students might need additional help in the academic and pastoral areas. So at CDU Melbourne, we assign mentors to all students, free of charge, whereby they are able to work with high performing, more senior students, who act as their mentors. These mentors are students with specialised knowledge who have excelled academically, are employed to assist all current students academically and socially, either individually or in small study groups.

ENGLISH LANGUAGE SUPPORT
CDU Melbourne provides scheduled General Language Support for all students seeking to improve and enhance specific or general language skills in the four macro skill areas for Listening, Reading, Writing and Speaking. English language assistance is available to provide ongoing English and study skills support to international students.

STUDENT COUNSELLING
The University provides professional, confidential and free counselling services to students. Counselling staff have expertise in assisting students with a wide range of personal, academic and cross-cultural issues to assist in adjusting to life in a new environment and in the transition to university study.
www.cdu.edu.au/ses/student-support.html

COMPLAINTS & GRIEVANCES
CDU respects the right of students to complain if they feel that they have been treated unfairly or if they received poor service. A number of processes have been developed to resolve students complaints regarding academic or administrative matters transparently and effectively with respect for student confidentiality and privacy.

The University values all feedback, including complaints, and welcomes students to comment on their experience.

REFUND POLICY
Charles Darwin University has a detailed policy covering all aspects of the refund of fees for International Students. The University’s refund policy has been written to comply with the Education Services for Overseas Students (ESOS) legislative framework and the Tuition Protection Scheme (TPS) legislation. More information is available at:
Refund of Fees for International Students Procedures

Refund Policy

TPS legislation
www.tps.gov.au
Charles Darwin University

Admission Requirements

ACADEMIC ENTRY REQUIREMENTS

Masters courses

The minimum academic requirements for admission to a postgraduate or graduate entry degree is the completion of bachelor’s degree which is deemed equivalent to an Australian bachelor’s degree by the University’s qualification assessment references. Applicants may also be required to satisfy specific course requirements such as a minimum overall grade score, prerequisite knowledge or work experience.

Bachelor degrees

To be eligible for admission to CDU, applicants must have:

• Completed recognised upper secondary or equivalent Year 12 studies to the required standard
• Satisfied individual course requirements (for example: subject or course prerequisites, audition or interview)
• Satisfied English language proficiency requirements (see pages 18-20)

Applicants are assessed on a case-by-case basis. Meeting minimum entry requirements does not guarantee entry.

<table>
<thead>
<tr>
<th>Country / exam</th>
<th>Minimum Australian Year 12 equivalent qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangladesh</td>
<td>Higher School Certificate (HSC) with First Division Pass (60%) or a minimum overall grade point average of 3.0</td>
</tr>
<tr>
<td>China</td>
<td>Successful completion of a recognised pre-tertiary or foundation program or Successful completion of one year study at a recognised tertiary or higher education institution or completion of the National College Entrance Examination (NCEE GAOKAO) at a specified level plus successful completion of 6 months English Language program at Charles Darwin University.</td>
</tr>
<tr>
<td>International Baccalaureate</td>
<td>Completed IB diploma with minimum 24 points from 6 subjects at one sitting.</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>HKDSE with an average of 4 in Level 4 core subjects and average of 4 in two Level 4 electives or Hong Kong Advanced Level Examination.</td>
</tr>
<tr>
<td>India</td>
<td>Completion of all India Senior School Certificate, Indian School Certificate or Senior Secondary Certificate with a First Division pass (60%).</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Entry to some courses with SMU minimum grade of B; Successful completion of one year of a university degree or SO Diploma (DIII) from a recognised institution.</td>
</tr>
<tr>
<td>Japan</td>
<td>Successful completion of the Upper Secondary School Leaving Certificate with a minimum grade average of 70% or successful completion of one year of a Bachelor’s degree at a recognised University.</td>
</tr>
<tr>
<td>Korea (Republic of), South</td>
<td>Senior High School Diploma with a grade average of A or successful completion of one year of a Bachelor’s degree at a recognised University.</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Malaysian STPM; entry to some courses with Senior Middle 3 MICSS UEC minimum two A and two B grades; Canadian OAC pre university diploma.</td>
</tr>
<tr>
<td>Nepal</td>
<td>Completion of the Higher Secondary Education Board (HSEB) in First Division with a minimum grade of 60% in business maths subjects for entry into B Accounting; minimum grade of 65% in maths, physics or chemistry for specific courses (e.g. B Engineering) or completion of the Proficiency Certificate with a minimum grade average of 65%.</td>
</tr>
<tr>
<td>Pakistan</td>
<td>Higher Secondary School Certificate Intermediate (Division 1) with an average of 60% in four academic subjects or successful completion of the first year of a degree at a recognised institution.</td>
</tr>
<tr>
<td>Philippines</td>
<td>Successful completion of one year of a bachelor’s degree at a recognised university.</td>
</tr>
<tr>
<td>Singapore</td>
<td>GCE “A” levels.</td>
</tr>
<tr>
<td>Sri Lanka</td>
<td>GCE “A” levels.</td>
</tr>
<tr>
<td>Taiwan</td>
<td>Successful completion of one year of a bachelor’s degree at a recognised university; or two years study at a recognised junior college.</td>
</tr>
<tr>
<td>Thailand</td>
<td>Successful completion of Mathayom 6 with GPA 3.0 or better; or successful completion of one year of a bachelor’s degree at a recognised university.</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>GCE “A” levels.</td>
</tr>
<tr>
<td>Vietnam</td>
<td>Successful completion of Bang Tot Nghiep Pho Thong Grung Hoc (1975 onwards) with minimum average of 75% in 4 subjects or successful completion of one year of a bachelor’s degree at a recognised university.</td>
</tr>
</tbody>
</table>
## English Language Proficiency Requirements

While IELTS remains the preferred English language proficiency qualification, listed below are other qualifications which would satisfy the University’s minimum English language proficiency requirements.

### Minimum English Language Entry Requirements for Undergraduate & Postgraduate Courses

<table>
<thead>
<tr>
<th>Course / Exam</th>
<th>Undergraduate Program</th>
<th>Postgraduate Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Australian Technology and Management College</strong></td>
<td>A grade of Competent in 8 Core Units and 1 Elective unit in the Certificate IV in EAL (Further Study). Students will be required to sit an exit test on conclusion of the Certificate IV and achieve an equivalent IELTS 6.5 in all bands. Note: Student with an IELTS overall score of 6 and one sub-band 5.5 may complete an intensive 5 weeks course on that sub-band. Students will be tested on completion and must achieve an equivalent IELTS 6 in that band.</td>
<td>A grade of Competent in 8 Core units and 1 Elective unit in the Certificate IV in EAL (Further Study). Students will be required to sit an exit test on conclusion of the Certificate IV and achieve an equivalent overall IELTS 6.5 and 6 in all bands. Note: Students with an IELTS overall score 6.5 and one sub-band 5.5 may complete an intensive 5 weeks course in that sub-band. Students will be tested on completion and must achieve an equivalent IELTS 6 in that band.</td>
</tr>
<tr>
<td><strong>Navitas English</strong></td>
<td>An overall pass of 55% in the Academic English Level 3 program, valid for two years, from the date of the test to the date of commencement at CDU.</td>
<td>Postgraduate Coursework: An overall pass of 65% in the Academic English Level 3 program and 65% pass in the research essay, valid for two years, from the date of the test to the date of commencement at CDU.</td>
</tr>
<tr>
<td><strong>IELTS (Academic Module)</strong></td>
<td>An overall minimum score of 6.0, no band less than 6, valid for two years, from the date of the test to the date of commencement at CDU.</td>
<td>An overall minimum score of 6.5 with no band less than 6 valid for two years, from the date of the test to the date of commencement at CDU.</td>
</tr>
<tr>
<td><strong>Test of English as a Foreign Language (TOEFL) – Paper Based</strong></td>
<td>An overall minimum score of 543 and a minimum score of 4.5 in the Test of Written English (TWE), valid for two years, from the date of the test to the date of commencement at CDU.</td>
<td>An overall minimum score of 565 and a minimum score of 5 in the Test of Written English (TWE), valid for two years, from the date of the test to the date of commencement at CDU.</td>
</tr>
<tr>
<td><strong>TOEFL (computerised)</strong></td>
<td>An overall minimum score of 210 and a minimum score of 4.5 in the Essay Rating, valid for two years, from the date of the test to the date of commencement at CDU.</td>
<td>An overall minimum score of 220 and a minimum score of 5 in the Essay rating, valid for two years, from the date of the test to the date of commencement at CDU.</td>
</tr>
<tr>
<td><strong>TOEFL - Internet Based (IBT)</strong></td>
<td>An overall minimum score of 78 and a minimum score of 20 in writing, valid for two years, from the date of the test to the date of commencement at CDU.</td>
<td>An overall minimum score of 84 and a minimum score of 22 in writing, valid for two years, from the date of the test to the date of commencement at CDU.</td>
</tr>
<tr>
<td><strong>Pearson Test of English (PTE) Academic</strong></td>
<td>An overall minimum score of 50 with no score lower than 42, valid for two years, from the date of the test to the date of commencement at CDU.</td>
<td>An overall minimum score of 60 with no subtest score lower than 50.</td>
</tr>
<tr>
<td><strong>University of Cambridge English Language Proficiency Exams</strong></td>
<td>Cambridge English Advanced (CAE): Overall CAE score of 52, with a candidate profile descriptor showing no less than “Borderline” in each skill. Valid for two years, from the date of the test to the date of commencement at CDU. Cambridge English Proficiency (CPE): Overall CPE score of 45, with a candidate profile descriptor showing no less than “Weak” in each skill; valid for 2 years from the date of the test to the date of commencement at CDU.</td>
<td>Cambridge English Advanced (CAE): Overall CAE score of 58, with a candidate profile descriptor showing no less than “Borderline” in each skill; valid for two years from the date of the test to the date of commencement at CDU. Cambridge English Proficiency (CPE): Overall CPE score of 47 with a candidate profile descriptor showing no less than “Weak” in each skill; valid for 2 years from the date of the test to the date of commencement at CDU.</td>
</tr>
<tr>
<td><strong>Common European Framework</strong></td>
<td>A certificate of English proficiency with an overall grade of B2, valid for three years, from the date of the test to the date of commencement at CDU.</td>
<td>Certificate of English proficiency with an overall grade of C1 valid for three years, from the date of the test to the date of commencement at CDU.</td>
</tr>
</tbody>
</table>
**How to Apply**

**APPLICATION PROCESS FOR COURSEWORK PROGRAMS** – Postgraduate, Undergraduate & VET

- Applications must be submitted online at: www.cdu.edu.au/international
  - Application is assessed to determine eligibility for admission. Advise applicant if alternative pathway is available if direct entry is not available
  - CDU issues a Provisional Letter of Offer
  - Student sends Provisional Offer Response
  - CDU assesses eligibility under SVP
  - CDU issues a Conditional Letter of Offer
  - CDU issues an Unconditional Letter of Offer

**Action by student**

To accept the offer the student must provide the following documents to CDU:
1. Proof that all conditions listed on the Letter of Offer have been satisfied
2. Proof that the acceptance fee listed on the Letter of Offer has been paid

**Action by CDU**

To accept the offer the student must provide the following documents to CDU:
1. Proof that the acceptance fee listed on the Letter of Offer has been paid
2. Signed Terms of Agreement and Financial Declaration

**Outcome**

- Application is assessed as ineligible for admission

**CDU issues an Unconditional Letter of Offer and a Confirmation of Enrolment (CoE)**

Apply for a student visa via an Australian Embassy, High Commission or DIBP. Further information about visa applications is available at: www.immi.gov.au/students and www.studyinaustralia.gov.au

**Application for student visa is rejected**

Provide Visa Rejection letter to CDU and complete the Application for Student Refund Form.

**Application for student visa is granted**

After accepting an offer students should:
- Book accommodation or make alternative accommodation arrangements
- Book flights to Melbourne
- Return the Arrival Information Form to CDU

After arriving in Melbourne students should:
- Attend Orientation on-campus
- Enrol in units of study

**Learn more about student accommodation**
How to Apply

FREQUENTLY ASKED QUESTIONS

Who is an international student?
An international student is one who is not an Australian citizen, permanent resident of Australia, or a New Zealand citizen, and is enrolled or proposes to enrol at an Australian institution. Temporary residents of Australia and permanent residents of New Zealand are classified as international students.

What type of Visa do i need?
For all visa enquiries and applications, please contact your local Australian Embassy, High Commission or Diplomatic Mission.
www.immi.gov.au

What is Streamlined Visa Processing (SVP)?
The SVP provides a quicker visa process for eligible Universities, such as CDU. Student visa applicants must satisfy both the GTE (Genuine Temporary Entrant) and the Genuine Student criteria.

How do i apply to CDU?
Applications must be submitted through the University’s online application system. A completed application includes the application form together with supporting documentation.

If you are using an agent to assist you in your application they may submit the application online on your behalf.
http://cdu.studylink.com

What documentation do I need to apply?
You must submit the following documents with your online application:
- Copy of passport showing personal details (if available)
- Proof of English language proficiency
- Certified copies of all transcripts of results, award certificates, grading systems and English translation
- Statement of Purpose
- Financial Declaration and/or Evidence of Finances
- A detailed copy of your resume/CV

In the first instance students should scan certified copies of these documents and submit them with the application form. A Justice of the Peace, a Notary Public or similar government official or a CDU authorised agent are all able to certify documents on behalf of CDU. Once your application is assessed CDU will advise if you need to submit a hard copy of the certified document.

If you are waiting for transcripts or results certificates, you can still submit an application with a note advising when results are likely to be available. Additional documents can be added to your existing application when you receive them.

How is my application assessed?
CDU’s International Admissions assesses whether applicants meet admission criteria for entry to a course, and in accordance with DIBP’s GTE and GS criteria. The Head of School or a delegate decides whether or not an applicant is to be admitted. Meeting the minimum entry requirements for a course does not guarantee an offer to study at the University.

How much does it cost to study in Australia?
You need funds for your tuition fees for the full duration of study, and living cost of $18,600 per annum as recommended DIBP.

Can I work and study?
The conditions of your student visa allow you to work 40 hours per fortnight during term and full time in vacation. The DIBP website has information on student visa conditions.
http://www.immi.gov.au/students/students/working_while_studying/conditions.htm

Can I work when I graduate?
The Australian Government offers Post Study Work Rights (PSWR) to students granted a visa from November 2011. Details are available at:
http://www.immi.gov.au/visas/students/485/
MASTER OF BUSINESS ADMINISTRATION (PROFESSIONAL PRACTICE)

This course is designed to develop the key attributes and skills required by senior and middle managers in the business areas of commerce, industry and the public sector. Candidates may choose to study a particular area or areas of business.

The special feature of the Master of Business Administration (Professional Practice) is a 12 week placement/internship to ensure that students have the opportunity to put theory into practice, are in touch with modern demands and practices and be better prepared for the workforce.

A candidate must successfully complete units totalling 160 credit points as detailed below. All units are valued at 10 credit points unless indicated.

<table>
<thead>
<tr>
<th>Core units</th>
<th>40 CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialist electives</td>
<td>80 CP</td>
</tr>
<tr>
<td>Professional Practice</td>
<td>40 CP</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>160 CP</strong></td>
</tr>
</tbody>
</table>

**Core units**

Students must complete all core units as detailed below:

- PRBA007 Accounting for Managers
- PRBE001 Economics for Managers
- PRBE002 Decision Making
- PRBM022 Organisational Behaviour
- PRBM030 Organisational Strategy and Leadership
- PRBR010 Business Research

**Specialist Elective units**

Students must complete units totalling 60 credit points from the Specialisations below:

- PRBM005 Managing Innovation
- PRBM009 International Business
- PRBM011 International Marketing
- PRBM016 Cross Cultural Management
- PRBM021 Human Resource Management
- PRBM033 Clients and Markets
- PRBM034 Operations Management
- PRBL004 Commercial and Corporate Law for Managers

*Courses are subject to staff availability, there is no guarantee that every unit will be offered in any particular semester.

*All units are subject to change through the processes of regular course revision.*
### MASTER OF ACCOUNTING (PROFESSIONAL PRACTICE)

The Master of Accounting (Professional Practice) course enables graduates with non-accounting or partial accounting backgrounds to meet the academic requirements for membership of CPA Australia, the Institute of Chartered Accountants in Australia (ICAA) and the Association of Chartered Certified Accountants of the UK. The course focuses on contemporary knowledge and skills required for practice as a public or chartered accountant, effective management, accountability and control and effective decision-making for financial success.

A special feature of the Master of Accounting (Professional Practice) is a 12 week placement / internship to ensure that students have the opportunity to put theory into practice, are in touch with modern demands and practices and are better prepared for the workforce.

### Core units

Students must complete all core units as detailed below:

- PRBA001 Accounting Principles
- PRBA002 Cost and Management Accounting
- PRBA003 Corporate Accounting
- PRBA004 Auditing Corporate Entities
- PRBA005 Accounting Theory
- PRBA006 Computer-based Accounting Systems
- PRBE003 Economics Statistics
- PRBF005 Aspects of Corporate Finance
- PRBL004 Commercial and Corporate Law for Managers
- PRBL003 Australian Tax Law
- PRBM022 Organisational Behaviour

#### Accounting Principles

On completion of this unit students will be able to read and interpret financial statements and will have gained an appreciation of their limitations and uses.

#### Cost and Management Accounting

On completion of this unit students should be able to understand cost concepts; cost behaviour and cost accounting systems, determine product costs; explain the difference between variable and absorption costing and prepare profit and loss statement; prepare and analyse budgets and cost variances, and understand their limitations.

#### Economics Statistics

This unit focuses on both the statistical tools and techniques used for decision making and the economic environment in which businesses operate; and how to use the available informations to make better decisions.

#### Organisational Behaviour

This unit exposes students to the psychosocial, cultural and political contexts of behaviour in an organisation by developing perspectives on the individual (personality, motivation), group dynamics (leadership, decisionmaking) and systemic factors (culture, change).

#### Corporate Accounting

On completion of this unit students should have the ability to analyse problems and apply the relevant Accounting Standards and Corporate Legislation to practical situations.

#### Business Communications

This unit prepares the accountancy graduate for the work place by introducing them to office skills, report writing, giving presentations, preparing for and conducting meetings, a particular emphasis will be placed on appropriate verbal communication and analysis in Financial English.

#### Aspects of Corporate Finance

On completion of this unit, students should be able to identify and explain major financial decisions, understand key concepts of corporate finance, analyse and evaluate capital investment projects, understand the concept of risk and return. Basic principles of portfolio theory and its application to security markets and examine the importance of a firm’s dividend policy, alternative structures and finance policies.

#### Commercial and Corporate Law for Managers

This unit provides a background to the principles of company law and commercial operation in the legal context as they affect accountants.
BACHELOR OF COMMERCE

This vocationally oriented and student centred course provides students with the career and professional skills needed in a rapidly changing business environment. It prepares students for careers in a variety of business fields. In addition, communication, presentation and problem-solving skills are emphasised.

SPECIALISATIONS

Students may choose from the following specialisations:
- Economics
- Management
- Marketing
- Business Administration

A candidate must successfully complete units totalling 240 credit points (CP) as detailed below. All units are valued at 10 CP unless otherwise indicated.

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common units</td>
<td>20 CP</td>
</tr>
<tr>
<td>Core units</td>
<td>100 CP</td>
</tr>
<tr>
<td>General electives</td>
<td>60 CP</td>
</tr>
<tr>
<td>Specialist electives</td>
<td>60 CP</td>
</tr>
<tr>
<td>Total</td>
<td>240 CP</td>
</tr>
</tbody>
</table>

Common units

Students must complete CUC107 plus either CUC106 or CUC100
- CUC107 Cultural Intelligence and Capability
- CUC106 Design & Innovation: Communicating Technology
- CUC100 Academic Literacies

Core units

Students must complete all core units as detailed below:
- BCO101 Fundamentals of Marketing
- BCO102 Fundamentals of Management
- BCO103 Fundamentals of Accounting for Business
- BCO104 Fundamentals of Economics
- BCO105 Problem Solving
- BCO106 Fundamentals of Law for Business
- BCO201 The World of Work
- BCO202 E-Commerce in the Global Business Environment
- BCO301 The Global Future
- BCO302 Applied Business Project

General electives

Students must complete units totalling 60 credit points selected from units offered by the University. Students may choose to select units from a specialisation that they are not undertaking or alternately may choose units from a discipline other than Commerce.

Continued on next page
BACHELOR OF COMMERCE

(continued)

This course meets the needs of various professional bodies and the community. Students have a wide choice of units based upon their personal and career interests.

Specialist electives

**Economics**

Students must complete all of the following units:

- ECO201 Intermediate Microeconomics
- ECO202 Intermediate Macroeconomics
- ECO203 Managerial Economics
- ECO304 Advanced Economics
- ECO305 Economics of Southeast Asia
- ECO306 Economic Modelling

**Management**

Students must complete any three of the following units:

- MAN202 Decision Making in Organisations
- MAN212 Organisational Behaviour
- MAN211 Human Resource Management
- PMO201 Project Management

Students must complete any three of the following units:

- MAN306 Planning and Strategy
- MAN308 Operations Management
- MAN309 Managing Change
- MAN302 Industrial Relations

**Marketing**

Students must complete any three of the following units:

- MKT201 Consumer Behaviour
- MKT202 Marketing Communications
- MKT203 Marketing Research
- PMO201 Project Management:

Students must complete all of the following units:

- MKT303 International Marketing
- MKT304 Services Marketing
- MKT307 Marketing Planning

**Business Administration**

Students must complete 3 specialist elective units at 200 Level and 3 specialist elective units at 300 Level.

*As they are subject to staff availability, there is no guarantee that every unit will be offered in any particular semester.

*All units are subject to change through the processes of regular course revision.
This Accounting course provides students with a sound knowledge base in financial accounting, management accounting, taxation, business law and finance.

Students are provided with the employment and professional skills needed in a rapidly changing business environment. It allows for flexibility of study and prepares students for careers in a variety of business fields. In addition, communication, presentation, and problem-solving skills are emphasised.

Students have a wide choice of business units from which to choose and electives that will complement their personal interests and career options. Alternatively, students may select electives from other disciplines including language studies, history, social science, applied science and engineering.

**Professional Recognition**
A graduate of the degree program may apply for membership of CPA Australia, the Institute of Chartered Accountants in Australia (ICAA) and the Association of Chartered Certified Accountants of the UK (ACCA).

A candidate must successfully complete units totalling 240 credit points (CP) as detailed below. All units are valued at 10 CP unless otherwise indicated.

**Common units**
- CUC107 Cultural Intelligence and Capability
- CUC106 Design & Innovation: Communicating Technology
- CUC100 Academic Literacies

**Core units**
- CMA101 Introduction to Accounting
- CMC101 Business Communications
- CML101 Introduction to Business Law
- CMM101 Introduction to Management
- CMQ101 Quantitative Analysis for Business
- CME101 Principles of Economics
- CMA201 Introduction to Financial Accounting
- CMA202 Cost Accounting
- CMA204 Financial Accounting Applications
- CMF201 Business Finance
- CML201 Commercial and Corporate Law for Accountants
- CMA301 Accounting Theory and Contemporary Issues
- CMA302 Management Control Issues
- CMA303 Auditing Principles
- CMA304 Computer-Based Accounting Systems
- CMT301 Taxation 1
- CMA305 Corporate Accounting
- CMA306 Professional Practice Project

**General electives**
Students must complete units totalling 40 credit points selected from units offered by the University.

**Course Details**
- **Course Code:** BACC
- **CRICOS Code:** 060230M
- **Duration:** 3 years full-time
- **2015 Annual Fee:** $17,600
- **Study Mode:** Internal
- **Intake Dates:** February, July, November

**Entry Requirements**
- **English:** An overall minimum IELTS score of 6.0 with no band less than 6.0 or an overall minimum TOEFL score of 550 with a minimum score of 4.5 in written English, or equivalent.
- **Academic:** Successful completion of Australian Year 12 or equivalent.

---

*As they are subject to staff availability, there is no guarantee that every unit will be offered in any particular semester.

*All units are subject to change through the processes of regular course revision.*
CDU RANKED IN THE TOP 2% OF WORLD UNIVERSITIES*

CHARLES DARWIN UNIVERSITY MELBOURNE

ATMC Melbourne
Franklin Street Campus
104 Franklin Street, Melbourne
Victoria, Australia, 3000
T: +61 3 9328 5333
F: +61 3 9328 5833
E: cdu@atmc.edu.au

ATMC Melbourne
Flinders Lane Campus
278 Flinders Lane
Victoria, Australia, 3000
T: +613 9631 9100
E: cdu@atmc.edu.au

www.atmc.edu.au

CRICOS Provider No. 00300K (NT & VIC) CRICOS Provider No. 03013D

*UK Times Higher Education World University Rankings 2012