

My 1st Year Guide

Making the most of your
university experience

2025

Swinburne Student Charter

This Student Charter is an agreement between you and the university. It outlines the mutual expectations, rights, and responsibilities. As a member of the Swinburne community, it is your responsibility to ensure you are aware of this charter and commit to upholding its expectations during your time with us.

What you can expect from Swinburne
Students will be supported in their learning through:

- course content, facilities, resources, educational technologies and learning activities that are up-to-date and relevant.
- teaching staff who are appropriately qualified, well prepared and use appropriate methods and technologies to maximise opportunities for learning and scholarship.
- academic support that gives feedback on progress, provides opportunities to improve academic performance and skills and helps students in difficulty.
- access to the information needed for successful study.
- opportunities for industry, research, community and international experiences.
- access to student support services for personal wellbeing.
- respect and courtesy from other students and from staff.
- opportunities to provide feedback on your student experience at Swinburne.

What Swinburne expects from you
Students are expected to:

- attend formal learning activities punctually and participate actively and positively in their own learning.
- engage with their studies, including all self-directed learning tasks, and meet assessment requirements and administrative deadlines.
- monitor their own progress and use feedback from staff to improve learning.
- be accountable for their own learning.
- work responsibly and collaboratively to achieve study outcomes that require group activity and avoid behaviour that interferes with the study experience of others.
- be honest and respectful with other students and with staff.
- treat other students and staff with honesty, respect and courtesy in a safe manner, and refrain from harassing them or discriminating against them in any way.
- be tolerant of other students' personal beliefs; recognise the diversity of thought across the student population and respect the secularity of the university.
- respect University property and facilities, including library, computing and laboratory resources, and allow other students' use of these facilities and services.
- demonstrate professional behaviour while undertaking industry placements, projects or fieldwork, and respect the privacy of the client and any commercial information made available.

Acknowledgement of Country

We respectfully acknowledge the Wurundjeri People of the Kulin Nation, who are the Traditional Owners of the land on which Swinburne's Australian campuses are located in Melbourne's east and outer-east, and pay our respect to their Elders past, present and emerging.

We are honoured to recognise our connection to Wurundjeri Country, history, culture and spirituality through these locations, and strive to ensure that we operate in a manner that respects and honours the Elders and Ancestors of these lands. We respectfully acknowledge Swinburne's Aboriginal and Torres Strait Islander staff, students, alumni, partners and visitors.

We also acknowledge and respect the Traditional Owners of lands across Australia, their Elders, Ancestors, cultures and heritage, and recognise the continuing sovereignties of all Aboriginal and Torres Strait Islander Nations.





Welcome from Vice-Chancellor Professor Pascale Quester

On behalf of the staff at Swinburne University of Technology, it is my great pleasure to welcome you to Swinburne University of Technology. You have commenced on a new and exciting journey, and we are so proud that you have chosen Swinburne to partner with you on that journey. Our mission to bring people and technology together will help establish career and life opportunities for you for the years ahead.

We are a young university with a long history. We are a small university with big dreams, a Victorian university with global ambitions. We have chosen to build Swinburne as the prototype of a new and different university – one that is truly of Technology, of Innovation and of Entrepreneurship, and proud of it.

As a member of the Swinburne community, you are now part of the distinct role we play in contributing to society's increasing need for transformative technology and for the human capital and talent to leverage it.

We are an industry-engaged university, working in partnership with organisations and government to co-create technology solutions to build a better world, and as a student of Swinburne you have set in motion the path to join the next generation of leaders, visionaries, innovators, and entrepreneurs who will shape the future in a variety of ways - our high quality work-based learning will connect you with industry, government and community, supporting you to realise your full potential in a tech-rich future - this is our next gen now promise.

Enjoy your journey with us. Study hard, play hard, enjoy life beyond the classroom, make friends and lifelong connections, and above all, invest in your own success to develop the future you want for yourself.

Professor Pascale Quester
Vice-Chancellor and President of Swinburne

Navigating Swinburne

Swinburne University of Technology was founded in 1908 as the Eastern Suburbs Technical College in Hawthorn, Melbourne, Australia.

It was established by the Honourable George and Ethel Swinburne, who were committed to providing further education to residents of Melbourne's eastern suburbs. The first students enrolled in classes including woodwork, science and mathematics. In 1963, Swinburne led the way with one of the first industry-based learning programs and from the 1970s offered degrees in engineering, accounting, chemistry and arts. On 1 July 1992, by an Act of the Victorian Parliament, Swinburne gained university status.

Throughout our history, we have demonstrated our ability to be innovative and responsive to change. We continue to focus on emerging technologies, industry engagement and flexible learning options. We ensure that we adapt and evolve with the times and deliver relevant education for our students today and tomorrow.

As a dual-sector university, Swinburne offers both Higher Education and Vocational Education courses. We offer courses in a broad range of disciplines and our close ties with industry provide students with opportunities for valuable workplace experiences during their studies.

Swinburne has three campuses located in the eastern suburbs of Melbourne — at Hawthorn, Croydon and Wantirna. We also offer a range of qualifications online through Swinburne Online and Open Universities Australia. We also have a fourth campus in Sarawak, Malaysia. In 2019, we unveiled new location Vietnam, offering a small suite of sought-after Swinburne courses, and also opened an office in Nanjing, China — further connecting us to some of the fast-growing regions in the world.

Hawthorn campus



Located in the heart of Hawthorn, our main campus location is 10 minutes from Melbourne's CBD offers the perfect mix of state-of-the-art learning facilities and unforgettable student experiences. Please see Hawthorn campus map on page 25.

Croydon campus



In the foothills of beautiful Mount Dandenong, our Croydon campus focuses on trades training, as well as youth programs, such as pre-apprenticeships and the VCE Vocational Major. Please see the Croydon campus map on page 26.

Wantirna campus



In the leafy eastern suburbs of Melbourne, our Wantirna campus is home to purpose-built teaching and learning facilities that provide practical training. Please see the Wantirna campus map on page 27.

Sarawak campus, Malaysia



Near many beaches and nature reserves, our Malaysian campus offers courses in business, engineering, information and communication technology, design and science.



Common Uni words

StudentHQ: Your one-stop shop and first point of contact for anything you need. Chat to someone online, over the phone or in person on campus. No request is too small or too large. The team at StudentHQ can solve your problem or help you navigate to the right place to get it solved.

School, departments and college

Our teaching and learning areas consist of: Six schools in higher education: School of Business, Law and Entrepreneurship; School of Design and Architecture; School of Engineering; School of Health Science; School of Science, Computing and Engineering Technologies; and School of Social

Science, Media, Film and Education.

Three departments in vocational education: Department of Business, Design, Media and ICT; Department of Health, Science and Community; and Department of Trades and Engineering Technologies, and Swinburne College.

Course: A course is a structured combination of approved units which when completed qualifies a student for a degree.

Unit: A unit is a component of a course that covers one subject area in detail. Think of a unit as being similar to a subject.

Core units / elective units: Courses are made up of core units and elective units. Core units are

compulsory units that you have to study. Elective units are the ones where you get to choose what you want to learn. Core and elective units are specified in the course outline.

Credit Points: Each unit that you study has an agreed value – or credit points. These credit points contribute to the total credit point requirement for a course.

Unit Outline: A summary of assessments, requirements and information about a particular unit of study. A guide can be found for each unit via the Swinburne website.

Lectures: Lectures are large classes held online or in big theatre-style rooms. An educator will provide information through a range of methods that will give you the knowledge you need and set the scene of the activities for the week.

Tutorials / seminars: Tutorial (tutes) and seminars are smaller, conversation-based sessions that enable you to explore a topic in more depth and ask questions of your peers and your educators.

Practicals: Practical (pracs) are supervised hands-on sessions in a lab or a workshop that enable you to complete activities based on what you have learned in the lecture, tute or seminar.

Census date: Census date is the last day to withdraw from a unit without having to pay fees. This is the deadline by which students must finalise their course enrolments for a teaching period. Changes to course enrolment, including adding or dropping courses, must be completed by this date. It's also when the university finalises tuition fee liabilities and records student enrolments for that period.

Learning Management System (LMS) – Canvas: A system that contains lecture slides, tutorial slides, assessment details, discussion boards and more. Canvas is Swinburne online learning management system.

Leave of Absence: Is an approved break from study. Local students are usually permitted to take up to 12 months off (in total) over the duration of their degree. International students can only take leaves of absence under specific circumstances, and usually only after they've completed at least one semester of study. International students should contact the International Student Advisor for options.

Withdrawal: This is when a student wants to stop attending a course/unit before they've completed it. StudentHQ will be able to provide advice. International students should first meet with an International Student Advisor if they are thinking about withdrawing from their course.

Last day to withdraw without academic penalty: The census date is the last day you can withdraw from a unit without being liable for all fees that relate to that unit. If you're a higher education student, you will also incur an academic penalty (fail grade) if you withdraw from a unit or course after the academic penalty date. To view the census date for your units, view your current enrolment online in My Study. To see your academic penalty dates, check the academic calendar.

Final assessment period: Most of our traditional exams have been replaced with final assessments. Details of assessment schedules are accessible via your [Canvas Shell](#). Timetable for units that may have an invigilated exam will be published on Student One.

Vygo: Vygo is an intuitive digital platform designed to create a more connected and supportive student experience. It gives students personalised, on-the-go access to Swinburne's range of support services and makes it easier for them to connect with peers, share knowledge, seek advice and stay updated





Student Checklist

Pre- Orientation

- ☐ Complete Your Enrolment
- ☐ Manage your Finance
- ☐ Plan Your Course
- ☐ Set-up Student Email
- ☐ Set-up Digital Student ID
- ☐ Familiarise yourself with Canvas
- ☐ Complete the Pre-Orientation Module in Canvas
- ☐ Complete the Talking About Consent Module in Canvas
- ☐ Complete the Academic Integrity Module in Canvas
- ☐ Double check your Orientation Day

Week 1-3

- ☐ Attend your classes
- ☐ Download Swinburne App
- ☐ Download Vygo App
- ☐ Meet with your Student Success Coaches (SSC)
- ☐ Familiarise yourself with Support Services
- ☐ Attend Club and Volunteering Expo

Attend Orientation

- ☐ Check-in at Orientation Booth
- ☐ Attend your Welcome session
- ☐ Attend your Course Orientation
- ☐ Go on Campus Tour
- ☐ Make some Friends
- ☐ Double Check your Class Timetable (StudentHQ can assist if you have problem with your class timetable, or enrolment)
- ☐ Familiarise yourself with Canvas and make sure you see Unit's tile that you enrolled in for first Semester

Reminders

My Swinburne

Sign in from the Current Students page to log in to My Swinburne and your student email all at the same time. You can use Canvas to find your learning materials. You can use My Swinburne to manage and access your:

- enrolment
- study plan
- timetable
- fee payments
- personal details
- exam timetables
- results
- HELP loan repayments
- graduation bookings

You'll need your student ID and a password to sign in to My Swinburne.

Student email

It's important to check your student email regularly because we use it for important notifications, updates. If you don't check in often, you may miss any important information and key dates. At Swinburne, we use Microsoft Office 365 to manage student emails.

Student HQ

StudentHQ is your go-to for any questions you have – whether they're related to your course, studies, campus life or something else, our aim is to support you. If we can't directly assist you, we know who can and we'll put you in touch with the right person.

You can contact StudentHQ for assistance via:

- Phone at 1300 794 628
- Live chat, or ask a question in our online form
- Drop in to your local StudentHQ which is located within the library at each of the three Melbourne campuses.

The easiest way to join the queue on campus is via the Swinburne App.

Swinburne App

The Swinburne App is the perfect tool to help you navigate university life when you're on the go, with tons of new features all in the palm of your hand.

Here's what you can do in the app:

- Check your timetable and receive alerts when class is starting
- Jump into Canvas for easy access to your online classes, learning materials and group discussions
- Access live chat if you have a question or need help
- Join the queue for studentHQ
- Access Vygo App
- Filter, search and bookmark upcoming events
- Call security for help on campus
- Easy access to the academic calendar to stay on top of key dates
- Find places to eat, park and study around campus

Student systems, hardware and software

Swinburne has a wide range of student systems, applications and software you can use to help with your studies, including the Adobe Creative Cloud and Microsoft Office 365. Student systems are the web tools you use for many of your interactions with Swinburne. From timetables, results, assignment submission portals and lecture recordings, these are the student systems you'll use most often.

Canvas

Canvas is a Learning Management System (LMS) for accessing study materials, submitting assignments and staying informed about your units. Simply use your SIMS username and password to sign in.

Echo360

Echo360 ALP (Active Learning Platform) is a tool in your Blackboard or Canvas LMS unit that gives you access to lecture recordings, learning resources, interactive activities and allows you to take part in live interactive quizzes in class.

IT help

Need help with your password? Having trouble connecting to Wi-Fi or your student email? Need computer or technical assistance? Want to know how to access free software? Our friendly and tech-savvy team are here to help you with all your IT needs.

Virtual Private Network (VPN)

Students who need to remotely access Swinburne resources can do so using our VPN.

Adobe Creative Cloud

As a Swinburne student, you can access the Adobe Creative Cloud software anywhere, on any device, for the entire time you're studying with us.

The Adobe Creative Cloud gives you access to a collection of 20 applications that can be used for graphic design, video editing, web development, photography, social media posts and prototyping.

Swinburne's signed on to become Australia's first Adobe Creative Campus. We have

workshops, tutorials and Adobe Digital Coaches who can get you started and answer any questions you might have. We also have an Adobe Hub at the Hawthorn library, and you can always book sessions remotely if you're not on campus.

Student Voice and Partnership

Swinburne is committed to students' voices being included in decision-making processes and importantly, letting us know how our voices are affecting decisions at Swinburne. Swinburne recognises that students are experts at being students, and bring valuable ideas and perspectives to the table when it comes to designing and delivering the student experience.

The Student Voice model outlines how all students can have their say. It ensures their input is captured, considered and utilised in matters which impact the student experience.

The Student Partnership model outlines how students and staff can work together to co-design and co-deliver the student experience.

Both models offer opportunities for our diverse student community to participate in a range of genuine partnerships, through a variety of channels, to impact and improve their own student experiences.



Talking About Consent

Swinburne is committed to preventing all forms of violence, harm and disrespect towards students and staff. To foster a shared understanding of respect and consent, you are required to complete a compulsory interactive 40-min online course called "Talking about Consent".

This course highlights our zero-tolerance approach to sexual harm. It covers key topics such as understanding consent, how to ask for it, and recognising situations where it cannot be given. It also explores building respectful relationships, safely challenging harmful behaviours, and accessing support and reporting pathways.

Delivered in three self-paced online modules, the course includes interactive activities to enhance learning. Quizzes at the end of each module help assess knowledge and obtain feedback for course evaluation and improvement.

Help change the story on sexual harm in universities. Contribute to a safer and more respectful Swinburne community by completing the "Talking About Consent" course, now available on your Canvas dashboard. <https://swinburne.instructure.com/courses/38972>

Help create a safe and respectful Swinburne by completing Talking about Consent module in your Canvas dashboard.

Academic Integrity

Academic integrity means using ideas, knowledge and information to develop your own insights, not presenting someone else's work as your own or trying to gain unfair advantage. It also means acknowledging the work of others when you include it in your work. There is a compulsory module in your Canvas that must be completed, as this helps you navigate the expectations and requirements when it comes to your work and submissions in the university and beyond.

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Swinburne offers study skills workshops, one-on-one advice sessions, support for students facing challenges, useful study materials and more.

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1. Student Success Coaches

Student Success Coaches coach and mentor higher education students, supporting them in performing at their best and navigating university life and learning. They assist students throughout their university journey to:

- Overcome challenges that are impacting their studies
- Maintain and improve their study performance
- Achieve their educational goals, however big or small
- Recover academically
- Learn new strategies and attitudes that ensure academic success

Student Success Coaches provide a range of services to students through;

- Vygo
- One-on-one consultation
- Drop-ins
- Level up program
- Be mindful program

You can book, message or book appointment with your Student Success Coach through your Learning Community in Vygo.

2. Swinburne Learning Communities

Swinburne has created discipline-based 'Learning Communities' that make it easy for students to access discipline specific services and support where they are in their academic journey, and provide ways for students to interact with each other and their educators.

Swinburne's approach is to provide flexible support and services for students that meet their needs. Academic support will be provided through your educators, your Learning Community and the Library. You will be automatically allocated to your Learning

Community when you first access your Swinburne App and the Vygo platform. In your Learning Community you will be able to:

- Access your Student Success Coaches (staff) – staff member and first point of contact in the Community who also helps with study performance support, tools, tips
- Choose a Peer Mentor (volunteer) – a student from the middle years who can help new students settle in and guide them around the broader student experience
- Choose a Study Buddy (volunteer) – student who has achieved academic excellence in a specific core first year unit and can provide one-on-one support and help tackle complex problems
- Access your School representative (Educator) – an educator from their respective School

You can browse the Supporter tab in your Learning Community, click on a Peer Mentor or Study Buddy, view their profile and send a direct message to start a confidential, one-to-one online chat about the support need, whether a longer term or one-off request.

Swinburne's Learning Communities are hosted on a secure and confidential digital platform (available for PC, tablet and phone).

3. Mathematics and Statistics Help (MASH) Centre

If you're a student needing help with mathematics, statistics or physics units, you can access the Mathematics and Statistics Help (MASH) Centre. To contact the MASH Centre, you can email **mash@swinburne.edu.au**.

Please note that no bookings are required – seek support by visiting our campus or online drop-in sessions.

On-campus support

The MASH Centre offers drop-in support on weekdays at the Hawthorn campus.

Location: AMDC503

Opening hours: Monday to Friday, 10.30am to 4.30pm

First-year maths students can get help at any time during opening hours.

If you want help with second-year maths, first-year physics, or statistics, you can drop-in when specialist staff are available. Self-enrol in the MASH Centre Canvas shell to view our timetable.

Please note that the centre will move to new drop-in centre during 2025, so keep an eye out for details on this move.

4. Study groups

Boost your academic performance by joining a study group of students studying the same unit and course or within the same school as you. Most study groups are run face to face, and some are run as online drop-in sessions – your virtual coffee time. Students in the relevant unit of study can find information about the unit study group, including session times and location, in the study group page on their unit's Canvas course. Study groups can also be self-organised or run by your school.

5. Assignment writing guides and samples

If you're looking for useful guides for assignment writing and language skills, check our range of study skills resources. Visit the website to find out more about the resources.

6. Referencing guides

Use helpful AGLC, APA and Swinburne Harvard style guides to cite your sources correctly and find out how to easily manage them with EndNote (reference management software). Always check your unit outline (or with your lecturer, tutor or supervisor) to find out which referencing style you are required to use.

7. Studiosity

Are you a higher education night owl and early riser? We've got you covered. Our partner, Studiosity, can provide you with 24/7 academic support online. Studiosity provides AI generated feedback on your work, returning comments and support within minutes.

You can access Studiosity by logging in to Canvas, select one of your units of study, and look for Studiosity on the left-hand side.

On your first sign-in, you'll need to create a user profile and PIN.

8. Student Success Coaches (SSCs) for TAFE students

We have Student Success Coaches at our Croydon, Hawthorn and Wantirna campuses to support our TAFE students, and help them identify and overcome obstacles get in the way of their success in their studies. The SSCs provide tailored support to VET students in every course.

- One-on-one support
- In-person workshops
- Online resources
- Study sessions
- Links you to other services

9. Swinburne College Student Hub

The Swinburne College Student Hub is here to help you reach your academic goals. If you are a College student you can receive educational advice, access workshops to improve learning and connect with our academic advisors who are here to support you and your specific needs.

The hub is not only a study place, but also a social space where you can be part of a community, feel safe and connect with other students.

The hub provides support to UniLink diploma, the UniLink Bridging Program, the Swinburne Foundation Program, the Postgraduate Qualifying Program (PQP) or English Language Intensive Course for Overseas Students (ELICOS).

10. Library

Swinburne's library provides helpful services, resources and facilities to staff and students, including borrowing, equipment loans, study spaces and more!

Search the library

Search the library to find databases, journal articles, unit reading materials, books, special collections and much more.

Study spaces

Book a library study space, group study room or computer. Explore the study space options on your campus.

The Hawthorn Latelab is open 24 hours a day, seven days a week, except for some public holidays (Christmas and New Year's) and for emergency maintenance.

Croydon and Wantirna Latelabs are open Monday to Friday, 8am–9.30pm (unless classes are booked during the day) and on Saturday, 9am–5.30pm.

Opening hours are subject to change. For the current opening hours, including information on unexpected closures, please refer to the library website.

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Our personal support services are designed to help you navigate your time at Swinburne. Whether you need assistance with mental health, wellbeing, career, finance or specific support as an international student or Indigenous student, our comprehensive services have you covered. All our support services are free and available to all Swinburne students. Some are drop-ins, others may require a booking, some are 24/7, whilst others will have more traditional hours.

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1. AccessAbility Services

Swinburne is an inclusive and welcoming environment for people living with a disability, medical or mental health condition, or with primary carer responsibilities, our AccessAbility team will help you get the most out of your studies. You can register for AccessAbility services. Visit the Current Student page for more information.

To register:

- Check to see if you are eligible
- Complete the AccessAbility Registration Form with a health professional
- Register with AccessAbility services

Once registered, you will work with an AccessAbility Adviser, who will give you advice on support services that may help you with your studies. They will then develop an Education Access Plan (EAP) that includes the services and reasonable adjustments that you need.

Equitable Assessment Adjustments

(EAAs) are adjustments or alterations to the standard conditions or format of an assessment. They can apply to any formal assessment task or exam in the unit of study outline and are available to eligible students living with a disability, a medical and/or mental health condition, or carer responsibilities. EAAs are not a reduction in the academic standard being assessed. You must still meet all requirements of the course and unit.

Swinburne's AccessAbility librarians

can assist with accessing library services, resources, and facilities such as:

- Retrieving items from shelves
- Organising extended loan periods or computer-access time
- Photocopying
- Searching library information resources
- Booking rooms

- Booking assistive equipment, including voice recorders and smart pens

AccessAbility careers hub consultants will help you make tailored use of the career resources that suit you, including online materials, consultations, internship opportunities, workshops, seminars, catered lunches and Swinburne's GradWISE program.

2. Health and Wellbeing services

Swinburne offers comprehensive professional medical and counselling services to support the mental, physical and emotional wellbeing of the Swinburne community.

To access the Health and Wellbeing services, please follow below steps:

Step 1: Register once to access our range of health and wellbeing services. We have nurses, doctors psychologists, counsellors and social workers to support you.

Step 2: Once you have registered, you can make an appointment when you need to see our team. Call **03 9214 8483** or book an appointment via **HotDoc**.

There's also a foodbank at each Swinburne campus for those experiencing financial hardship. To access a foodbank, contact the health and wellbeing area on your campus and make an appointment to speak with a nurse or counsellor.

H.Squad

Swinburne's student health ambassadors. These all-round good humans harness the power of student voice to promote health and wellbeing at Swinburne. They work with peers and experts to develop different ways to make a positive impact.

What they do:

- Advocate for a positive and respectful university culture that values community and connection
- Act as positive role models
- Peer education
- Advocate for student health and wellbeing
- Support their fellow students

You'll probably see the friendly team on campus or in the H.Squad hut (the bright blue and yellow uniforms are kind of hard to miss). Don't be shy to say hi!

To find out more, follow the H.Squad Instagram account: [instagram.com/h.squad.swinburne](https://www.instagram.com/h.squad.swinburne)

3. Crisis Support

Safety at Swinburne is paramount, and we will always respond and provide support if you reach out about experiencing a crisis or critical harm. Should a situation like this occur, you will be eligible for flexible study arrangements and have access to advice and support services:

- Alternative assessment arrangements
- Special consideration and extensions
- Sexual assault and harassment support
- Family violence support
- Health and wellbeing support



If there is an emergency on campus, you can contact Swinburne Security at **+61 3 9214 3333** for 24hrs assistance or the Victorian police, fire, and ambulance services on **000**.

Swinburne Safer Community	The Safer Community team is here to help if you have experienced or witnessed inappropriate, concerning or threatening behaviour.	safercommuni-ty@swinburne.edu.au
Swinburne's student wellbeing	The student wellbeing support line is available 24 hours Monday – Sunday, including public holidays.	Phone: 1300 854 144, or Text: 0488 884 145
Lifeline	Urgent support for people experiencing emotional distress	Phone: 131 114
Suicide Help Line	Counselling and support for people a risk of suicide and anyone experiencing mental health issue	Phone: 1300 651 251
National Sexual Assault and Domestic Violence Service	Domestic, family violence, threatening, coercive or dominating counselling, information, and support services	Phone: 1800 737 732 Visit: www.1800respect.org.au
Kids Helpline	For young people up to age 25 to speak with someone urgently for support	Phone: 1800 551 800

4. Career and Employability services

Find work while you study, improve your job-seeking skills and plan for your future career path. At Swinburne, we offer a range of services, programs and resources to help you achieve success.

Improve your employability

Employers look for more than just good grades in graduates – they look for attributes such as leadership, teamwork skills, and industry experience. Boost your prospects by utilising the resources Swinburne provides to prepare you for the job market.

SwinEmploy

This is your go-to online destination for career services at Swinburne. You can find self-assessment tools, customised learning resources, event information, job opportunities and much more.

Career consultation

If you require further assistance after using these services, you are welcome to book a 30-minute appointment (over a phone or video call) with one of Swinburne's career consultants. Stay tuned for a new drop-in Careers Centre that will open on the Hawthorn Campus in early 2025.

Work Integrated Learning

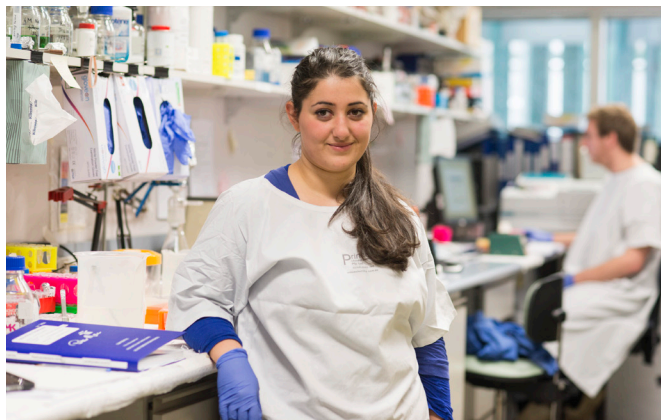
Start building your résumé with real industry experience while you study through our highly regarded Work Integrated Learning (WIL) program, guaranteed in all Bachelor degrees. Work Integrated Learning comes in the form of placements, internships or industry-linked projects. For vocational students, it's guaranteed industry immersion from day one. Your studies are all about hands-on learning and experiencing the real world of work. That's why we've created the Future of Work Lab – a tech-enabled digital (and physical) collaborative platform where you'll get a chance to problem-solve, alongside industry, teachers and peers.

Professional Placement

Upgrade your degree by immersing yourself full-time in a professional organisation for six or 12 months and gain the real industry experience that employers are looking for. Swinburne Student Ambassador Program Looking for a job you might actually like? Working as a student ambassador is more than just a job, it's changing lives by helping future students decide where to take their next education step.

Professional Purpose Program

Swinburne's Professional Purpose program runs alongside your bachelor degree and functions as a life and career planner. Its objective is to help you make the most of your university experiences and set yourself up for the sort of meaningful success others can only dream of.



5. Financial Assistance

If you're facing financial difficulties, we offer various forms of financial assistance to help you manage your expenses and continue your studies.

HECS-HELP loan

Most local students studying an undergraduate degree in a Commonwealth Supported Place (CSP) as well as UniLink students can pay their tuition fees via a HECS-HELP loan. Local students may be able to access Commonwealth Supported Places (CSPs), and FEE-HELP or HECS-HELP loans.

Student Services and Amenities Fees

The Student Services and Amenities Fee (SSAF) is a fee that helps pay for services and facilities that are dedicated to you.

Grants and small loans

If you are struggling financially, Swinburne is here to help. There are grants available at the start of each semester, as well as small loans.

Scholarships

Scholarships at Swinburne are about providing opportunity, promoting equity, and recognising excellence and achievement. We want you to reach your potential and achieve your life and career goals. A variety of grants and scholarships are available to students to assist with study and living expenses.

Student discounts and concessions

Make the most of your student card by looking for businesses that celebrate you as a student with discounted travel, health and legal services available to you as a student and save.

Loans and discounts

To help you pay your fees as a local student, a range of loans and discounts are provided by the Australian and Victorian governments.

Free tax return help

If you need help lodging your tax return, you may be eligible for free Tax Help program, available through the Swinburne Student Association. It's a free and confidential service to help students complete their tax returns, run by a group of ATO-trained and approved student volunteers.

Trade Support Loans

If you are an apprentice, you may be able to get a Trade Support Loan from the Australian Government to help with your ordinary living expenses. You can repay the Trade Support Loan through the tax system once you're earning above the minimum repayment threshold.

6. Independent advocacy services

If you are having an issue with your formal academic progress or with your experience at Swinburne, you can get advice from an Advocacy Officer, available through the Swinburne Student Association. It is a free, confidential and independent service. They also have a set of useful self-help resources with information to get your questions answered quickly.

Free legal advice is also available to student. To contact a member of the legal advice team, phone **+61 3 9214 5445** or email **legaladvice@swinburne.edu.au**

7. International Student Supports

Our dedicated International Student Advisors (ISAs) provides tailored support to help international students adjust to life in Australia. This includes assistance with visas, accommodation, and academic matters. The ISA team works closely with Victoria Police, Fire Rescue Victoria and Surf Life Saving Victoria to ensure international students understand how to stay safe while living in Melbourne.

You can ask an ISA if you want to discuss anything you read or are told about your rights and responsibilities while you are living in Melbourne. If you feel uncomfortable about reporting a crime to police, you can ask an ISA to accompany you to make your report.

The International Student After-Hours Assistance Line is available 24 hours. When the university is closed or for all urgent and emergency matters: **+61 3 9214 6741**.

Paying your fees

Learn how to pay your fees, when to pay your fees, and what help is available to you as an international student. The ISAs would be able to guide international students who are not Australian or New Zealand citizens or permanent residents and are studying in Australia. It covers tuition fees, which vary depending on the course, and other miscellaneous fees. Sponsored students need to submit a Financial Guarantee. Fees can be checked and paid through "My Finances" on the Swinburne portal, with various payment methods available.

Late payments can result in serious penalties. Online payments provide instant receipts, while for others, receipts are issued upon payment. Remember, your enrolment date into units does not impact the due date for fees to be paid. To set yourself up for success, try to enrol in all your units for the entire year as soon as you can. Your course

fee will not be due until the date noted in your Statement of Account, so if needed, you can still make changes without financial liability before then.

Student visas

In most cases, if you are an international student reading this, you will already have your student visa to study in Australia. If you want or need to make changes to your study, chat to an ISA as soon as possible to discuss your options. Changes to your study can impact your visa status.



8. Multi Faith Centre

The Multi Faith Centre provides faith rooms suitable for prayer, meditation and reflection. It can be used for group or individual prayer, or simply serve as a place for quiet thought. It is open for all Swinburne staff, students and their immediate family members. Students will need to use their swipe card to enter the facility.

9. LGBTQIA+ community support

There are services available to LGBTQIA+ students, such as counselling and security services. The Queer Collective as part of the Swinburne Student Association also offers the Queer Room at The Junction in Hawthorn campus which provides a safe environment for our LGBTQIA+ community. You can attend events held throughout the year, including the annual Pride March and Wear It Purple Day. There is access to several gender-neutral bathrooms on campus as well.

Gender Agenda

Gender Agenda is a welcoming group made up of trans, non-binary, genderqueer,

genderfluid, those who are questioning and allies, hosting events, get-togethers and other activities.

10. Indigenous Student Support

We are committed to supporting our Indigenous students with tailored programs and services that reflect their unique needs and cultural heritage. The Indigenous Student Services Team at the Moondani Toombadool Centre provides services to Indigenous students, including on-campus, online and community learners, so that you can be in control of your own studies.



11. Elite athlete support

If you're an elite or emerging athlete, Swinburne can help you achieve your goals without the stress of juggling all your study commitments around a busy schedule. This can come in the form of study support and financial assistance.

12. Care leaver support

We offer a range of support services to care leavers – the “Forgotten Australians”. If you have experienced foster, kinship, residential or permanent care, we can help you settle into university and achieve your academic goals. As a proud partner of the Centre for Excellence in Child and Family Welfare’s Raising Expectations project, Swinburne is committed to helping more young care leavers access further education. Our personalised wrap around support includes:

- Enrolment support
- Career guidance
- Referrals to external support services
- Regular check-ins

A range of scholarships, awards and grants are also available for care leave students.

This includes:

- Access Scholarship – \$5,000 for undergraduate students from low Socioeconomic Status (SES) backgrounds
- Care Leaver Bursary – \$500 to help vocational education students achieve their academic goals
- Free tuition for young people aged up to 24 who have been/or are on a Child Protection Order, Family Court Order or a Youth Justice Order

13. Asylum seeker and refugee support

If you're an asylum seeker or refugee, we understand that you might find adjusting to university life a little bit challenging — but rest assured, you are not alone. Whether you're looking for work, a home, need help with studying or if you're feeling lonely, we are here to help you. If money is tight, scholarships and grants can be a good source of financial assistance.

Check if you are eligible to apply for one of the scholarships: Swinburne Welcome Scholarships, Achievement Cleaning Humanitarian Welcome Scholarships, Swinburne Student Achievement Awards.



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1. Swinburne Student Association

The Swinburne Student Association is a student run and student governed association designed for the sole benefit of Swinburne students. The Association runs clubs, sports and social activities, as well as providing tax advice, legal support, student advocacy and assistance and spaces for many student groups. The Association's Foodbank is legendary so watch out for this on Wednesday's during term time.

The Association is made up of a Student Board whose members are elected annually through student elections. If you want to partner with the university and fellow students to make a difference to the lives of students at Swinburne, this is a great way to get involved. Swinburne students are also elected to University Council (the university's governing body) and to Academic Senate.

The Association also elects a Student Council (an SRC), whose members both represent students and advocate on behalf of students in matters relating to education, wellbeing and student welfare. Again, being involved here is a great way

to make a difference for Swinburne students.

The Swinburne Student Association is also a great place to have some fun, make new friends, and really feel part of the university student community.

The 6 schools of the university also have consultative committees where students and educators meet to work on continuous improvement for our teaching and learning. If you are passionate about having a voice in how education is delivered, this is a great way to get involved.

2. Clubs

Join one of the many clubs and societies at Swinburne to meet like-minded individuals and make the most of your university experience. With over 70 clubs to join, there is something for everyone, and if there isn't, you can start your own club! The Junction – located directly opposite Glenferrie railway station is home to Swinburne's clubs and societies. There you'll find the node, an exclusive space for clubs to meet and host events.



3. Accommodation

Discover student housing options at Swinburne, including on-campus accommodation, shared apartments, studio apartments and short-term accommodation at Hawthorn.

4. Sports

With an array of sports clubs, fitness facilities and assistance for elite athletes, we have various programs available to help you burn off some steam or hone your craft to reach your sporting potential. You can even represent Swinburne on a national level!

Represent Swinburne at UniSport Nationals, get involved in community sporting events, join one of our many sporting clubs or compete in intervarsity competitions. There is something for everyone at Swinburne, whether you're a professional or just want to run around and meet new people.

5. Volunteering

Keen to grow your network, develop career ready skills, and get more out of Uni life? Explore volunteering opportunities at Swinburne and join a community of fellow students participating in activities that are personally rewarding and boost your CV. Student volunteers are recognised for volunteering hours, meet new people, receive training, and develop sought after skills that will help them excel in the future. By volunteering students can develop interpersonal, communication and leadership skills that are valued by employers while having fun and making new friends.

Swinburne has volunteering opportunities year-round – here's a small taste of what's on offer:

- Large scale events where student volunteers help make them a success, such as Open Day and Orientation, and

get involved in roles from 'meet and greet', usher to logistics

- Programs supporting students such as Peer Mentoring where more experienced students help inspire fellow students to succeed and first years settle into university life

6. Global Opportunities

Swinburne study abroad

Ever wanted to live and study in a vibrant city in Europe, Asia or the Americas? Depending on your course, a study abroad program could have you jet-setting overseas and living the life of local, exploring new cultures and making new memories – all while you gain credit as a Swinburne student. And with a range of funding opportunities available for eligible student, your overseas study experience could be closer than you think.

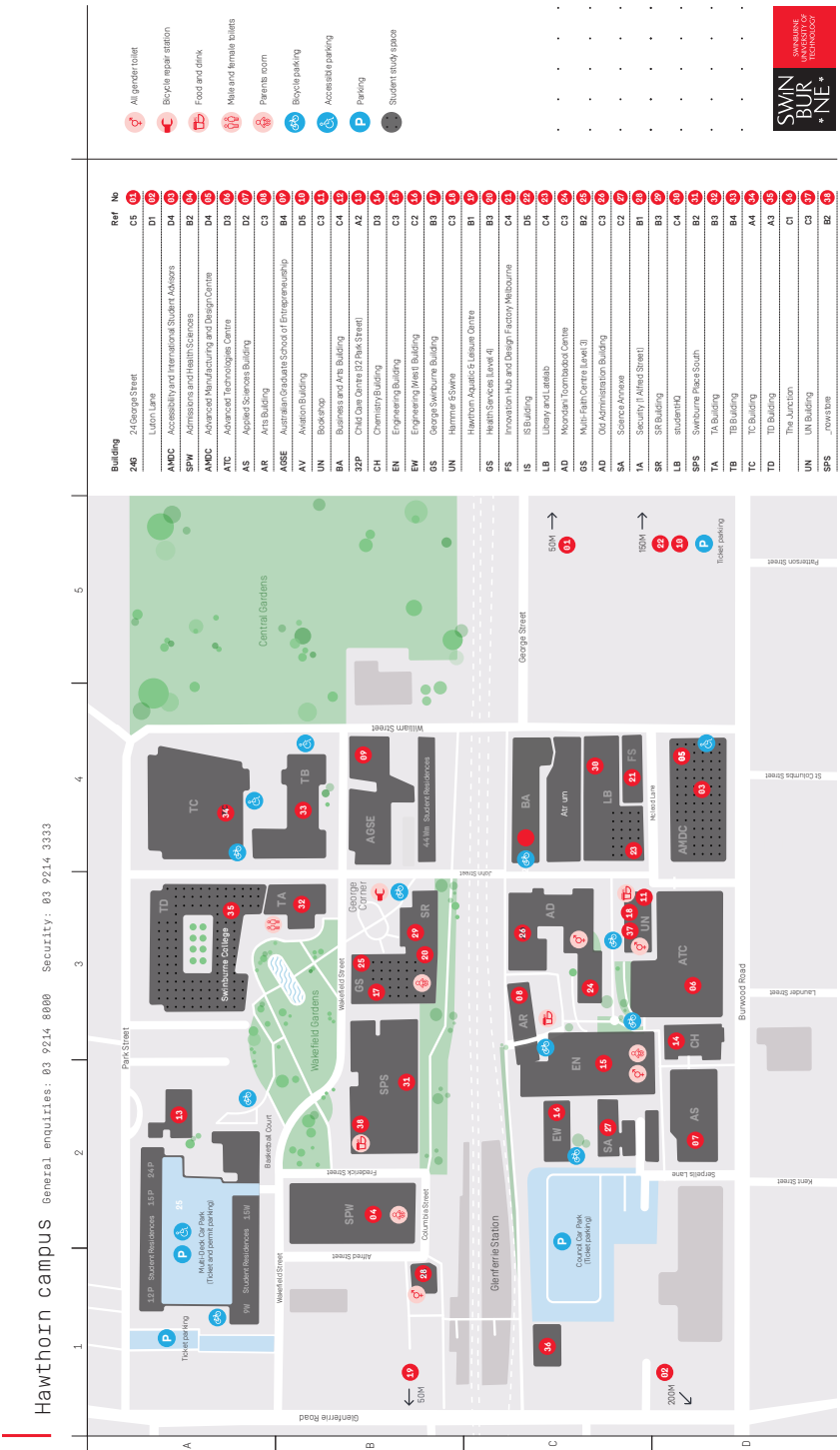
Discover Swinburne Abroad's overseas program from internship to semester exchanges, study tours and more, and start planning your itinerary to supercharge your professional growth and add an edge to your degree.

7. Events at Swinburne

The Swinburne Student Association run a wide range of events and activations on campus to help you meet new people, build your social connections and make campus life fun.

Keep an eye out for the regular student newsletter which will hit your student email inbox every fortnight with important information on student life on campus.

Hawthorn Campus Map

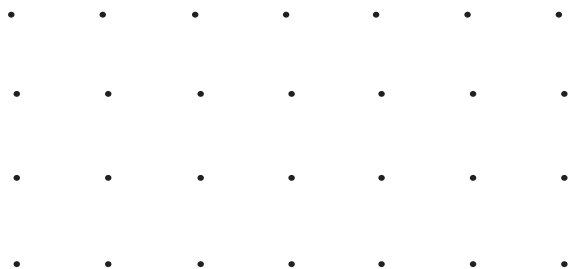
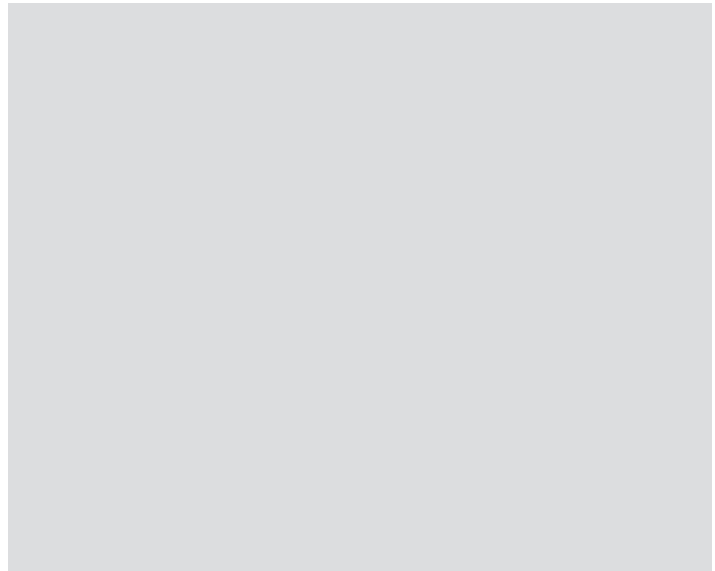
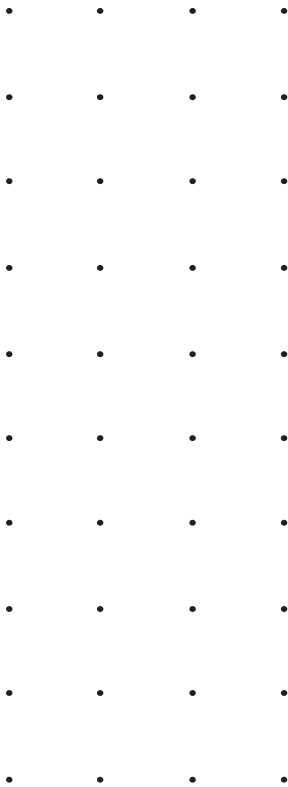


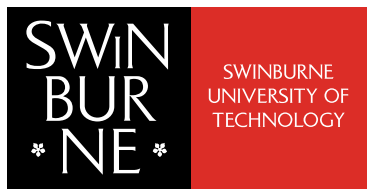


Wantirna Campus Map



Please visit the Current Student web page for more information: <https://www.swinburne.edu.au/student-login/>





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