Opening hours and contact details

Casuarina campus: Student Central
Mon, Tue, Thurs: 8.30 am – 4.00pm
Wed: 8.30 am – 6.00pm
Fri: 8.30 am – 3.00pm
Location: Building Orange 1, Casuarina campus
Freecall: 1800 061 963
Email: student.central@cdu.edu.au

Alice Springs campus: Student Central
Mon to Fri: 8.30 am – 4.00pm
Location: Building 1, Alice Springs campus
Freecall: 1800 654 865
Email: student.central@cdu.edu.au

Palmerston campus: General enquiries
Mon to Fri: 8.30 am – 4.00pm
Location: Building A, Palmerston campus
Phone: 08 8946 7800
Email: palmerston@cdu.edu.au

CDU Darwin Waterfront: Student Central
Mon, Tue, Thurs: 8.30am – 4.00pm
Wed: 8.30am – 6.00pm
Fri: 8.30am – 3.00pm
Location: 21 Kitchener Drive, Darwin
Freecall: 1800 061 963
Email: student.central@cdu.edu.au

Katherine Rural campus: General enquiries
Mon to Fri: 8.30 am – 4.00pm
Location: Building 2, Katherine Rural campus
Freecall: 1800 779 577
Email: NTRural@cdu.edu.au

FOR MORE INFORMATION
1800 238 838  | E: vet-enquiries@cdu.edu.au  |  W: cdu.edu.au/cdu-vet
Front cover: VET School of Primary Industries.
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### Campus maps

- Alice Springs campus
- Darwin Waterfront
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VET Student Guide 2017
Checklist

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Introduction

Welcome
In the spirit of our namesake, Charles Darwin, the naturalist, geologist and father of modern evolutionary theory, CDU places great emphasis on innovative study and research that will change the world and improve people’s lives.

Today we have more than 13,200 students enrolled in VET, Higher Education and Research spread across eight campuses and centres in the Northern Territory, as well as in Melbourne and Sydney. As one of a handful of universities in the country that provides both higher education and vocational education and training courses, we offer alternative ways to access education, particularly for mature-aged and Indigenous students. As well as gaining a qualification, CDU believes that every graduate should acquire universal skills, qualities and understanding regardless of their disciplines.

Our VET courses will help you to develop a range of work skills that are in demand in the current marketplace. No matter who you are or where you are in your life, CDU can help to change your world.

This guide provides the information you will need to become a CDU student, including information on enrolment processes. It will help you to access the services that we provide for students.
Introduction

Who needs this guide?
The 2017 VET Student Guide is for anyone who is interested in completing a VET unit, course or qualification at CDU. Under the Northern Territory Education Act, to study a VET course, you must be 17 years of age at the time of enrolment unless:

1. You have completed year 10 of High School and have NT Department of Education (DoE) approval to undertake full-time work or an approved full-time training program. For more information visit the Northern Territory Government Learn or Earn site W: nt.gov.au/learning/primary-and-secondary-students/age-your-child-attends-school

2. You are enrolled as a school student. If you are enrolled as a school student, you may undertake VET training under the conditions relating to VET for Secondary Students below.

VET for Secondary Students (VSS)
CDU provides VET training for enrolled school students on the following conditions:

1. **Age:** To study as a VSS student you must be at least 15 years of age at the time of enrolment unless:
   - You are attending an Urban School and have provided written permission from the school principal to participate in VSS as a 14-year-old student.
   - You are attending a Remote School and have provided written permission from the school principal to participate in VSS as a 13 or 14 year-old student.
   - In the case of ‘on-campus’ programs for under 15 year-old students, your school is prepared to provide a responsible adult to accompany you during your VET training.

2. **Parental and/or school permission:** All VSS students must complete a DoE VSS ‘Expression of Interest Form’. This form provides the parent/guardian and school approval for the school student to participate in an Adult Training environment.

Children on CDU Campuses
As a post compulsory education provider, CDU’s policy regarding children on CDU campuses or centres requires any child under the age of 15 years to be accompanied by a responsible adult such as a parent/guardian or a staff member from the child’s school.

Courses available at CDU in 2017
The VET program delivery is flexible and varies according to client demand. Students are encouraged to refer to the University’s website, W: cdu.edu.au/courses for the most up-to-date list of courses. Not all courses are available to secondary school students through VET for Secondary Students (VSS) programs and some courses are available only under an apprenticeship.
Introduction

NT Training Entitlement Provider
CDU is an approved provider to deliver government subsidised training places under the NT Training Entitlement to eligible students at the Certificate III level or higher.

To access the NT Training Entitlement guidelines that includes eligibility criteria, qualifications offered under the entitlement and how to select and access a course or qualification, go to W: nt.gov.au/learning/adult-education-and-training/northern-territory-training-entitlement

Enrolling in Diploma or higher level courses
If you are enrolling in a Diploma or higher level course, you will have to meet the entry level academic requirements for the course. For more information, contact your industry team Customer Service Officer. Contact details are listed at the end of the guide.

Working at heights student.
Enrolment process

The enrolment process is a contract between yourself and CDU indicating your commitment to complete one or more units, a course or a qualification. At the same time, CDU staff are committed to providing the best quality services, including the delivery of your units or courses; the administrative processes associated with your student experience from enrolment to graduation; and the facilities and equipment we provide to support the delivery of programs.

If you wish to obtain extra information, clarify any issues or have any questions, we encourage you to contact the industry team relevant to your course by phone, fax, email or mail. Phone and email contact details are listed at the end of this guide.

Enrolling in a VET course

You need to enrol if you want to begin studying or to continue studying in 2017. Once you have selected the course[s] in which you would like to enrol, you should complete the personal and statistical details on the VET101 – VET Enrolment Form and then arrange a time with the relevant Team Leader or delegate to discuss and complete your enrolment.

Note: VSS students should seek enrolment advice from their school VET Coordinator.

Online enrolment

Some courses are available for online enrolment. Online enrolment is a two-step process – the application stage followed by the enrolment stage. Courses that are available for online enrolment can be applied for by visiting W: cdu.edu.au/current-students/adminforms.

Instructions for online enrolment will be provided by the relevant industry team once your course enquiry/application has been received. You must activate your CDU computer account before you can enrol online, to do this, refer to the instructions provided to you by the industry team or please see Student Computer Account at page 10 of this guide.

Unique Student Identifier (USI)

Every student undertaking a nationally recognised VET course will require a Unique Student Identifier (USI). This initiative allows the student to receive a complete record of all the accredited VET courses they undertake from 1 January 2015. A USI gives you access to your online USI account which will help to keep all your training records together.

Students can apply for their USI at W: usi.gov.au or authorise CDU to apply on your behalf. The USI must be provided to the training provider before students can receive their Statement of Attainment or qualification. For more information, visit W: cdu.edu.au/cdu-vet/usi.
Enrolment process

Do you have a question?
Please contact your industry team’s Customer Service Officer for further information. Contact details are listed at the end of this guide.

Recognition of Prior Learning (RPL)
What is RPL?
RPL is the process by which your existing skills, knowledge and experience gained throughout your life – regardless of how they have been acquired – are recognised towards the achievement of a nationally recognised qualification or competency.

These existing skills may have been obtained through:
→ work experience
→ voluntary work
→ school
→ life experience
→ sporting experience.

What can I get from RPL?
RPL can result in the awarding of nationally recognised qualifications or group of competencies [i.e. for part of a qualification rather than a whole qualification].

What are the benefits of RPL for me?
→ You will have your skills recognised.
→ It saves you time in achieving a qualification as you do not have to repeat learning or undertake training for skills and knowledge you already have.
→ It enables you to identify gaps in your knowledge and skills and, therefore, any learning that needs to occur to meet the requirements of a particular job role or qualification.

Is it a difficult process?
RPL is not a difficult process. It is a flexible assessment process, which can vary from one applicant to another – even when addressing the same qualification. Typically, the process involves some kind of assessment of your existing skills and knowledge to determine the competencies you have. The assessment is aligned with relevant types of supporting evidence, but it is not necessarily dependent upon any one type of evidence, instead all evidence is viewed holistically.

For domestic students, a $75.00 administration fee applies for each completed RPL Application submitted for processing.

Note: No fee exemption.

Here are some examples of possible evidence:
→ practical demonstrations – in the workplace or simulated environment via video/DVD, or web tools
→ portfolio
Enrolment process

→ CV/resumé, job descriptions
→ competency conversations
→ third party evidence such as references and support from supervisors
→ training certificates
→ performance reviews.

I would like to find out more
For further information, relating to RPL, refer to the ‘Applicant’s guide to RPL’ at W: cdu.edu.au/sites/default/files/cdu-vet/docs/guild-rpl.pdf or contact the RPL Coordinator:

T: 1800 085 209
E: vet.rpl.enquiries@cdu.edu.au

Credit transfer or recognition of previous study
CDU, as a Registered Training Organisation (RTO), recognises the Australian Qualifications Framework qualifications and Statements of Attainment issued by any other Australian RTO. You are encouraged to submit requests for credit from previous studies when enrolling to ensure that you are not enrolling in units you may not need to undertake. To apply for credit transfer from units completed at another training organisation, complete a VET110 – Application for Credit Transfer (Recognition of Previous Studies) Form available from any campus, centre, team or W: cdu.edu.au/current-students/adminforms

Your completed VET110 – Application for Credit Transfer [Recognition of Previous Studies] Form, together with attached documentary evidence (certified copy of qualification/Statement of Attainment) to support your request for credit transfer, should be submitted directly to the University either in person or by mail. Requests without documentary evidence will not be processed and will be returned to students. There are no fees attached to credit transfers.

Do you have a question?
Please contact your industry team’s Customer Service Officer for further Information. Contact details are listed at the end of this guide.

When do I need to enrol?
You must enrol before the start of the course or by negotiation with the team responsible for the delivery of the course. Courses that are available for online enrolment can be applied through the online application form, for all other courses, complete the VET101 – VET Enrolment Form.

I have applied for a course/completed my enrolment form, what happens next?
Enrolment form: If you have completed the VET101 – VET Enrolment Form, your information will be entered into the University’s Student Management System by a Customer Service Officer in the industry team responsible for the delivery of your
Enrolment process

course. Customer Service Officers are your first point of contact if you have any queries about the status or details of your enrolment.

Online application: If you applied for the course online, you will be contacted by a staff member to discuss course requirements and enrolment. Once your application is approved, you will receive an offer email with instructions for you to enrol in the course. Follow the instructions to activate your computer account and enrol online. Team contact details, including campus, phone numbers and email addresses, are listed at the end of this guide.

Student Number
Students who have studied previously at CDU (or NTU or Centralian College) already have a Student Number. Your Student Number is unique and will remain the same while you are a student at the University. New students will be issued with a Student Number when their enrolment is processed electronically by the University. Your Student Number will be printed on your Enrolment and Fees Advice–Invoice.

If you have been allocated more than one Student Number, advise your industry team’s Customer Service Officer or regional centre immediately.

Your Student Number should be quoted on all correspondence with the University.

Student computer account
To activate your student computer account, visit W: cdu.edu.au/current-students and select ‘My CDU’, ‘My computer account’, then ‘Activate my computer account via Identity Manager’. Follow the steps to activate your account. Your username is ‘s’ followed by your Student Number (e.g. s123456). Activation of your account must be done before you can enrol online, use the University computer labs, internet or email. You can activate your computer account using the general access computers at Student Central, the Library, or the IT Kiosk. If you are not on campus, you can activate your account from any computer that has internet access. For more information visit W: cdu.edu.au/itms/student-accounts.

How do I enrol online?
After activating your computer account, go to W: mystudentinfo.cdu.edu.au/connect/webconnect to enrol in your units. Your User ID is ‘s’ followed by your student number (e.g. s123456) and password that you set up. Follow the instructions sent by your industry team Customer Service Officer to complete all the steps and enrol in the units as per your study plan. Contact your VET Team Customer Service Officer if you haven’t received your study plan. Contact details are listed at the end of the guide.

Enrolment and Fee Advice – Invoice
Once your enrolment has been processed, an Enrolment and Fees Advice - Invoice (Advice–Invoice) will either be printed and sent to your postal address or emailed to your CDU student email account.
Enrolment process

and an alternate email address if you have set it up. The Advice–Invoice is generated automatically when your request for changes to your enrolment is processed. During peak enrolment periods, you may experience delays receiving the Advice–Invoice.

I have received my Enrolment and Fees Advice – Invoice, what should I do next?
The Enrolment and Fees Advice–Invoice serves several purposes. It lists your personal details, your Student Number, and the course and units you have enrolled in, as well as the fees you need to pay and by when. Check your Advice–Invoice to ensure all details have been recorded accurately, and contact the Customer Service Officer relevant to your course immediately if you have any queries. The relevant industry team contact details will be at the top of the Advice–Invoice.

Can I view my enrolment details online?
You must have activated your computer account to view your enrolment details. To view your details log into W: mystudentinfo.cdu.edu.au/connect/webconnect using your User ID (‘s’ followed by student number and password). You can view your enrolment details, fees, results and personal details.

Do you have a question?
Please contact your industry team Customer Service Officer for further information, contact details are listed at the end of the guide.

Learnline
CDU’s online learning environment is known as Learnline. If you are undertaking your study via Learnline, you can access the Learnline login page from the top right-hand corner of the CDU homepage W: cdu.edu.au. Before you log into Learnline, you need to have activated your student computer account. To log into Learnline, enter your login details which are ‘s’ followed by your student number (e.g. s123456) and your password.

How will I know when to attend classes for internal/mixed-mode units?
Once you have enrolled yourself online or submitted your VET101 – VET Enrolment Form, you may start attending classes. You do not have to wait to receive your Advice–Invoice, or any other form of written confirmation of enrolment, before you attend classes. If you are an apprentice, you will receive a letter advising you of class attendance dates.

Timetables
If your course is timetabled, the 2017 timetables are accessible at W: cdu.edu.au/student-central/timetables. The published timetable will be subject to change, but CDU will try to minimise changes. Changes will be updated automatically to the web. It is your responsibility to check this information periodically. If you have any questions or are unable to find the timetable for your class on the web, contact your industry team Customer Service Officer.
Enrolment process

External students
If you have elected to study units in external mode, you will either:

→ be sent printed unit materials so you can complete the unit or
→ you will receive access to Learnline, where the unit is taught online using internet facilities.

It is important to check your study requirements carefully, as external units vary. For example, some units are self-paced, while others have set deadlines for completion of work. Students enrolling in external units must indicate the mode as ‘E’ for each external unit on their VET101 – VET Enrolment Form. This will ensure study materials are sent in a timely manner.

External Student Support (ESS) provides support and assistance to CDU students who are studying units and courses in external mode. They also manage the dispatch of print-based study materials, assignment tracking, external examinations and Open Universities Australia contact for both CDU and non-CDU students.

Note: When you enrol in units supported by print based student materials, you will receive an email from External Student Support that contains important information about the material sent to you. If you have not received your material within 11 working days from the date of the email, please either check at your local post office or contact External Student Support immediately using the contact details in the email.

Students enrolling in units that are supported or delivered fully online using Learnline, should indicate the mode as ‘M’ for each unit on their VET101 – VET Enrolment Form.

If you have any concerns relating to any of these issues, contact:
External Student Support
T: 08 8946 6483
E: ess@cdu.edu.au
W: cdu.edu.au/current-students/external-student-support
P: External Student Support
Office of Learning and Teaching
Charles Darwin University
Darwin, NT 0909

Learnline Student Support
T: 1800 559 347
E: learnlinesupport@cdu.edu.au
Enrolment process

Student ID cards

Where can I obtain a Student ID card?

When your enrolment has been processed and confirmed, you are entitled to a Student ID card. You will be required to show photo identification (Australian driver’s licence or passport) before your card will be issued. Your card can be obtained at:

**Casuarina campus:** Student Central located on the ground floor in Building Orange 1

**Palmerston campus:** Building A

**Alice Springs campus:** Student Central, Building 1

**Darwin Waterfront campus:** Student Central, 21 Kitchener Drive, Darwin

External students can apply to obtain a Student ID card by completing a GEN103 – Student Cards for External Students Form available from Student Central or W: cdu.edu.au/current-students/adminforms

What is my Student ID card used for?

Your Student ID card provides access to University facilities such as the Library, after-hours computer labs, some discounts at the University Bookshop and other discounts where notified by the business concerned. You will be required to show your Student ID card when you sit for your exams. If you are studying on campus and using the facilities after normal hours, you may be asked for your Student ID card by Security.

Head coverings and my Student ID card photo

Head coverings are not permitted to be worn, except for religious reasons – in which case, facial features from the bottom of the chin to the top of the forehead and both edges of your face must be clearly shown. The University will take every measure possible to ensure privacy for students wearing head coverings for religious reasons.

Is there a cost for my Student ID card?

Student ID cards are issued to students free of charge. A $15 administration fee will apply when a lost card is replaced. Stolen cards can be replaced free of charge when the application is accompanied by a police incident number.
Changing my enrolment

What constitutes a change of enrolment?
A change of enrolment can include one or more of the following actions:

→ add and/or substitute a unit
→ withdrawal from a unit
→ withdrawal from a course
→ change of course.

How do I change my enrolment?
Make all changes to your enrolment in writing. The change should be submitted on a VET102 – Change of Enrolment/Withdrawal from Course Form available from Student Central, a CDU centre or your Team. A copy also can be obtained from W: cdu.edu.au/current-students/adminforms

If you are enrolled in a Diploma course, you can withdraw online through My Student Info on or before the census date. Please refer to page 21 for VET census dates. Where it is not convenient to obtain the relevant form, you may submit your change in writing either by letter, fax or email to the relevant team. If you choose to write to the team, you need to provide at least three identifiers that show you as the person sending the written request. Identifiers could include: Student Number, date of birth and postal address. You should direct your written change to the relevant CDU centre or industry team. To speed up the process, please state:

→ your Student Number
→ full name
→ course code and name
→ any other details about the change, such as unit code and unit name.

Ensure you provide your most current postal address, phone number and email address, so we can contact you if necessary. Also ensure that you date all correspondence and keep a copy for your own records. An Enrolment and Fees Advice–Invoice confirming your amended enrolment will be sent to you once a change to your enrolment has been processed.

Do you have a question?
Please contact your industry team’s Customer Service Officer for further Information. Contact details are listed at the end of this guide.

How do I add and/or withdraw from a unit?
To amend your enrolment by adding and/or withdrawing a unit, you need to complete VET102 – Change of Enrolment/Withdrawal from Course Form. Printed forms are available from Student Central or W: cdu.edu.au/current-students/adminforms. Have the form authorised by the relevant Team Leader or delegate and submit it to the relevant team immediately. Ensure you have ticked the box on your form to indicate that you are changing your enrolment.
Changing my enrolment

You cannot withdraw from units once you have been assessed and found to be competent or not competent in the unit. Students cannot add units to a completed award.

**To avoid financial penalty**, ensure that you submit your VET102 – Change of Enrolment/Withdrawal from Course Form within 14 days from the start of the units you are withdrawing from or before the census date for the teaching period. Fees will apply if you choose to withdraw more than 14 days after the unit begins or after the census date.

**Do you have a question?**
Please contact your industry team’s Customer Service Officer for further Information. Contact details are listed at the end of this guide.

Withdrawal from a course

If you want to withdraw from your course of study, you may benefit from discussing your situation with your Team Leader or delegate. Often an alternative solution other than withdrawal can be found.

To withdraw from your course, complete VET102 – Change of Enrolment/Withdrawal from Course Form and submit it to the relevant team **before the final assessment**. Ensure you have ticked the box on your form to indicate that you are withdrawing from your course. Printed forms are available from Student Central or W: cdu.edu.au/current-students/adminforms.

All changes to your enrolment are effective from the date your written notification is received by CDU. It is not sufficient just to tell your lecturer that you are withdrawing from a course.

**NON-ATTENDANCE AT CLASSES DOES NOT AUTOMATICALLY CANCEL YOUR ENROLMENT, NOR DOES IT CANCEL YOUR STUDENT DEBT.**

**Note:** To avoid financial penalty, you should submit your VET102 – Change of Enrolment/Withdrawal from a Course Form (ensuring you have ticked the Withdrawal from Course box) within 14 days of the start of the course. An updated Enrolment and Fee Advice–Invoice will be forwarded to notify you when your request has been processed (check your CDU email account if you have activated your CDU computer account).

**Do you have a question?**
Please contact your industry team’s Customer Service Officer for further Information. Contact details are listed at the end of this guide.

Change of course

Students wishing to change to another course should contact the relevant Customer Service Officer. To change course, you must complete the following:

→ VET101 – VET Enrolment Form for the new course, and
Changing my enrolment

→ VET102 – Change of Enrolment/Withdrawal from Course Form (with the Withdrawal from Course box ticked) to cancel your current course (unless you wish to study both courses at the same time).

Your change of course must be authorised by the Team Leader or delegate of the new course to which you are transferring.

If you have completed any units that may be relevant to your new course, you may need to apply formally for credit for these units towards your new course by completing VET110 – Application for Credit Transfer Form. A credit transfer is not an automatic transaction unless your previous studies were with CDU (NTU, Centralian College or ATI) and it is your responsibility to ensure that your record is correct. While you are enrolled in more than one course, you cannot seek credit transfer for units that have not been completed successfully in one course towards another course.

Do you have a question?
Please contact your industry team’s Customer Service Officer for further information. Contact details are listed at the end of this guide.
What fees do I need to pay?

Students undertaking VET courses at CDU usually are charged a fee. The amount depends on the student’s details and what is being studied. Domestic and international students pay different fees. A person enrolling for study is considered a domestic student if they are:

- an Australian citizen, or
- a permanent Australian resident, or
- a New Zealand citizen who has lived in Australia permanently for a minimum of six months immediately before undertaking a VET course.

Domestic students living in the Northern Territory (NT) are eligible to apply for enrolment in NT Government (NTG)-subsidised places. Students enrolling in NTG-subsidised places may be charged tuition fees. Domestic students who are not NT residents and are starting a course in 2017 are not eligible for NTG-subsidised places and are charged full fees.

Some courses and places for VET study are not subsidised by the NT Government. Domestic students enrolling for study in these will be charged full fees regardless of residency.

VET Student Loans

From 1 January 2017, VET Student Loans will be implemented and VET FEE-HELP will cease for all new students.

Charles Darwin University is an approved VET Student Loans provider for VET Diploma and higher level courses.

VET Student Loans is part of the Higher Education Loan Program (HELP) that aims to remove financial barriers to study. VET Student Loans is available to eligible students who will be entitled for loans up to a capped amount, regardless of age or financial position and can be used to pay all or part of tuition fees. To access VET Student Loans a student must be enrolled in an approved Diploma and higher level course and meet eligibility criteria.


How are fees handled at CDU?

Fees are levied against the student and not a particular course, hence students need to be aware that any fees owing for any reason will affect their ability to access any records, receive Statement of Attainment and participate in the graduation ceremony. If this is an issue for you, please contact the VET Business Improvement Group via email: vso@cdu.edu.au

Tuition fees for NT residents for courses subsidised by the NT Government

Each unit of competency in a VET course has assigned to it a value of Annual Hours Curriculum (AHC, sometimes referred to as
What fees do I need to pay?

‘nominal hours’), representing the nationally determined average length of time that a student new to the content would need to become competent, either through formal contact or through self-paced learning. Students in an NTG-subsidised course are charged a Tuition Fee at a rate of $2.90 per AHC for their choice of units. Since the majority of courses include a range of electives, the total course costs depend on the individual choice of electives. Detailed information on the AHC hours associated with a competency (usually referred to as a ‘unit’) choice is accessible at W: cdu.edu.au/units.

Student categories exempt from VET tuition fees*

| Enrolled secondary school students (this includes secondary school students who are not Australian citizens or permanent residents) |
| Flexible Response Funded and Community Response Funded students |
| Students who at the time of enrolment receive a Centrelink or Veteran’s Affairs Benefit |
| Remote Area 2 students |
| Students who at the time of enrolment are prisoners |
| Permanent residents with refugee or humanitarian status |

*Exemption applies to NTG subsidised courses and VET tuition fees only.

**Tuition fees exemptions**

**Centrelink or Veteran’s Affairs Benefit**

At the time of enrolment, students who receive a Centrelink or Veteran’s Affairs Benefit will be tuition fee exempt.

**Secondary school students**

At the time of enrolment, secondary school students will receive tuition fee exemption by providing details of their secondary school on the VET101 – VET Enrolment Form.

**Humanitarian or Refugee Visa Holders**

Individuals holding a Permanent Resident Visa (Humanitarian) or a Permanent Resident Visa (Refugee) are tuition fee exempt.

**Remote Area 2**

If you are living in the NT and your course is conducted in the NT more than 50 km away from all the towns listed below, you are eligible for an exemption from tuition fees as a Remote Area 2 student:

→ Alice Springs
→ Batchelor
→ Darwin
→ Jabiru

→ Katherine
→ Nhulunbuy
→ Palmerston
→ Tennant Creek

**Applying for a tuition fee exemption**

A certified copy of your current Centrelink or Veteran’s Affairs Card must be attached to your VET101 – VET Enrolment Form. This form
What fees do I need to pay?

can be found at W: cdu.edu.au/current-students/adminforms. Permanent residents with refugee or humanitarian status must attach a certified copy of their visa or current passport with their application.

Note: If your documents for fee exemption are not submitted at the same time as your VET101 – VET Enrolment Form, the exemption will apply from the start of the Teaching Period in which the VET103 – Exemption from VET Tuition Fees Form is submitted.

Fees for domestic students for courses NOT subsidised by the NT Government (full fees)

Domestic students may enrol in VET courses that are not subsidised by the NT Government. Enrolment in these courses will attract full fees, and no fee exemption applies. This occurs typically in the following instances:

→ student demand has exceeded the number of subsidised places, so only non-subsidised places may be available; or
→ the student is not an NT resident.

All courses are charged a set rate per AHC, depending on the industry group that the course belongs to. Since the majority of courses include a range of electives, the total course cost depends on the individual choice of electives. Detailed information on the AHC hours associated with competency (usually referred to as a ‘unit’) choice is accessible at cdu.edu.au/units

<table>
<thead>
<tr>
<th>Industry Group</th>
<th>2017 Full Fee Rate</th>
<th>2017 RPL Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 Finance, Banking and Insurance</td>
<td>$15.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>13 Tourism and Hospitality</td>
<td>$15.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>16 Business and Clerical</td>
<td>$15.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>17 Computing</td>
<td>$15.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>18 Science, Technical and Other</td>
<td>$15.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>01 Arts, Entertainment, Sports and Recreation</td>
<td>$17.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>04 Community Services, Health and Education</td>
<td>$17.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>07 TCF and Furnishings</td>
<td>$17.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>10 Primary Industry Process</td>
<td>$17.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>11 Manufacturing</td>
<td>$17.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>12 Sales and Personal Service</td>
<td>$17.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>14 Transport and Storage</td>
<td>$17.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>15 Utilities</td>
<td>$17.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>19 General Education and Training</td>
<td>$17.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>21 Exceptions – Cookery</td>
<td>$17.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>02 Automotive</td>
<td>$19.50</td>
<td>$3.50</td>
</tr>
<tr>
<td>03 Building and Construction</td>
<td>$19.50</td>
<td>$3.50</td>
</tr>
<tr>
<td>06 Food</td>
<td>$19.50</td>
<td>$3.50</td>
</tr>
<tr>
<td>09 Processing Engineering and Mining</td>
<td>$19.50</td>
<td>$3.50</td>
</tr>
</tbody>
</table>
What fees do I need to pay?

**International students**
International students enrolling in VET courses are charged course-dependent fees and are not normally eligible for NT Government subsidised places. Course fees are listed on the CDU Office of International Services website, W: cdu.edu.au/international and select ‘List of Courses’, or contact International Office enquiries on:
T: 08 8946 7215
E: international@cdu.edu.au

**VET contract delivery**
For courses where training is for a specific client, prices and availability will be given on application to the University.

**Recognition of Prior Learning (RPL) fees**
For domestic students, a $75 administration fee applies for each completed RPL Application submitted for processing. The fee does not guarantee RPL will be granted and is generally non-refundable. If a potential RPL candidate wishes to apply for more than one qualification, a separate VET121 – RPL Application Form must be submitted for each qualification and a further application fee will apply.

Once an RPL applicant is deemed a suitable candidate and is enrolled for RPL assessment, then the fees associated with the actual RPL assessment for 2017 are as follows:

→ for NT residents applying for a NTG subsidised qualification – zero fee for 2017

→ for non-NTG subsidised qualification or non-NT residents, a flat-rate fee of $3.50 per nominal hour for each unit applies

→ for International visa holders (not student visa holders or visa holders who qualify for NTG subsidised training), a flat-rate of $4.50 per nominal hour for each unit applies.

For international student visa holders, the cost of self-assessment and RPL are covered by the international fee for the particular course.

For more information on the RPL process, see page 8 or contact the RPL Coordinator:
T: 1800 085 209
E: vet.rpl.enquiries@cdu.edu.au

**Credit transfer – no charge**
As a Registered Training Organisation, CDU recognises the Australian Quality Framework Qualification and Statements of Attainment issued by any other Australian Registered Training Organisation.
What fees do I need to pay?

Teaching and invoicing period

<table>
<thead>
<tr>
<th>Period</th>
<th>1</th>
<th>January–March</th>
<th>3</th>
<th>July–September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>April–June</td>
<td>4</td>
<td>October–December</td>
</tr>
</tbody>
</table>

When do I pay my fees?

All fees are payable 14 days from the date on your Enrolment and Fees Advice–Invoice. The Advice–Invoice serves as an invoice for the purpose of fees owing. For example, on enrolment you will have 14 days to pay from the date on the invoice. If you change your enrolment, you will have 14 days to pay from the date on the invoice, reflecting the change.

If you fail to pay, a Final Notice will be issued. If your computer account has been activated, the Advice–Invoice will be sent via email to your CDU email account.

If you are enrolled in a Diploma or higher level course, all fees owing for a teaching period are payable on or before the census date.

Census date

Students who are eligible for VET Student Loans (VSL) must either pay their fees upfront or defer it to tax on or before the census date. The census date is the last day for a student to submit their Request for VET Student Loan assistance form to defer their fees to Tax. It is also the last day for students to withdraw from their units without incurring fees or a VET Student Loan debt. Census dates for each Teaching Period are below:

<table>
<thead>
<tr>
<th>Teaching Period</th>
<th>Census Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VSL-T1</td>
<td>11 March</td>
</tr>
<tr>
<td>VSL-T2</td>
<td>11 May</td>
</tr>
<tr>
<td>VSL-T3</td>
<td>11 August</td>
</tr>
<tr>
<td>VSL-T4</td>
<td>11 November</td>
</tr>
</tbody>
</table>

Students who do not pay their fees upfront or defer their fees to Tax on or before the census date may be cancelled from their units for that teaching period. For more information, visit W: cdu.edu.au/cdu-vet/vetfee-help (2016) W: cdu.edu.au/cdu-vet/vetstudentloans (2017)

Do you have a question?

Please contact your industry team’s Customer Service Officer for further information. Contact details are listed at the end of this guide.

How do I pay my fees?

Your Enrolment and Fees Advice–Invoice is notification of fees owing, together with confirmation of your enrolment. Normally, the University does not issue any other invoice unless specifically requested by a third party sponsor. The Advice–Invoice serves as an invoice for the purpose of notification of fees owing. An Advice–Invoice will be sent to you after your enrolment has been
What fees do I need to pay?

processed, unless otherwise specified. The Advice–Invoice should be checked thoroughly for accuracy. If you posted your completed VET101 – VET Enrolment Form to the University and have not received your Advice–Invoice within four weeks of posting, or if you have any queries regarding your Advice–Invoice, contact your team’s Customer Service Officer for assistance. It is the student’s responsibility to advise the University in writing of any change of address. Non-receipt of an invoice due to relocation does not reduce a student’s responsibility for fees owing.

Do you have a question?
Please contact your industry team’s Customer Service Officer for further information. Contact details are listed at the end of this guide.

Methods of payment
Fees can be paid in various ways, depending on the type of enrolment undertaken.

Are you being sponsored for your units or course? Please ask your employer or company to complete a VET104-Third Party Authorisation form (Mainstream) or VET105 (Apprentices). Students will be liable for their fees until this form has been completed by both the student and employer and returned to your course industry team’s Customer Service Officer.

Pay online
W: webpay.cdu.edu.au/payments/menu. Select the Study link, then ‘Student Fee payment’ option.

BPay
Contact your participating financial institution to make a payment. Please quote Biller Code and your Reference Number, which is printed at the bottom of your Enrolment and fees Advice–Invoice.

Credit card via telephone
Visa Card, MasterCard, Diners and American Express are accepted. Credit card details can be directed to the Cashier:
T: 08 8946 7191
T: 08 8946 7192
F: 08 8946 6544
You will need to provide your Student Number, cardholder’s name, credit card number, expiry date of the card and CCV number on the back of the card.

Payments in person
Cash, cheque, money order and credit card are accepted at the Cashier’s Office:
Casuarina campus: Student Central, Ground Floor, Building Orange 1
Palmerston campus: Administration Building, Building A
Alice Springs campus: Student Central, Building 1.
EFTPOS facilities are available at all cashiers’ offices.
What fees do I need to pay?

Cheque and money order payments by mail
Include your name, address and Student Number on the back of the cheque together with a contact number for business hours. These should be made payable to Charles Darwin University and mailed to:

Cashier
Charles Darwin University
Darwin NT 0909.

Instalment payments
These can be made where financial difficulty is encountered and an Instalment Agreement Plan has been arranged – there are some restrictions and/or conditions. Fees must be more than $100 to enter into an Instalment Agreement Plan. For more information contact the Cashier on T: 08 8946 7191 or refer to W: cdu.edu.au/cdu-vet/student-guide/paymentbyinstalment.

Note: Instalment payment plans are not available to International students or students who are eligible for VET Student Loans.

CentrePay deductions
CentrePay deductions are an option for those students who receive Centrelink benefits and whose fees are $100 or more and are utilising the CDU Instalment Agreement Plan.

Cashier details
A University Cashier is located at any Student Central or CDU Centre. This is where you pay your fees and any other money you owe the University.

Casuarina campus
Building Orange 1
Monday, Tuesday, Thursday 8.30 am – 4.00 pm
Wednesday 8.30 am – 6.00 pm
Friday 8.30 am – 3.00 pm

Darwin Waterfront campus
21 Kitchener Drive, Darwin
Monday – Friday 8.30 am – 5.00 pm (no cash accepted)

Alice Springs campus
Building 1
Monday to Friday 8.30 am – 4.00 pm

Palmerston campus
Building A
Monday to Friday 8.30 am – 3.30 pm

Regional locations
Jabiru, Katherine Town, Katherine Rural, Nhulunbuy and Tennant Creek.
Payment can be made at these CDU campuses and centres. All, with the exception of Jabiru and Nhulunbuy, have credit card facilities available.
What fees do I need to pay?

What happens if I do not pay my fees?
The consequences of non-payment of fees are covered by Charles Darwin University Fees and Charges By-Laws 5(1) and are set out at W: cdu.edu.au/governance and select Document Library

Refunds
For further information, refer to the VET Domestic Students – Refund of Fees Procedures which can be found in the Governance Document Library at W: cdu.edu.au/governance/doclibrary

Do you have a question?
Please contact your industry team’s Customer Service Officer for further information. Contact details are listed at the end of this guide.
Student support services

Careers and Employment
Staff from Careers and Employment are available to assist current CDU students and graduates with career counselling and the development of strategies for effective personal career management.

Telephone counselling is available for students studying externally or who are unable to attend the Casuarina or Alice Springs campuses. Career Hub is a useful online resource that includes a resume builder.

For more information, contact:
T: 08 8946 6288
E: caeers@cdu.edu.au
W: cdu.edu.au/equity-services/careers-employment

Complaints
A complaint is any type of problem, concern or grievance about your studies, student life, the University or the University environment. The Complaints Management Unit provides confidential advice to assist students in resolving their concerns or complaints in accordance with the University’s procedures.

For further information contact:
Complaints Management Unit
Casuarina campus
T: 08 8946 7738

Counselling
Professional, confidential and free counselling services are offered to students through Equity Services.

The CDU Counselling Service aims to assist CDU students who may be experiencing personal difficulties that are distressing or having a negative impact on their studies. There is one full-time Counsellor located on the Casuarina campus and one part-time Counsellor on the Alice Springs campus. The Counsellors are available for contact with students in person or by phone.

For further information contact:
T: 08 8946 6288
After hours Crisis Line 1300 933 393
E: counselling@cdu.edu.au
W: cdu.edu.au/equity-services/counselling

Disability Service
CDU is committed to providing an accessible, supportive, safe and inclusive learning environment for students who have a disability. If you have a disability, illness or injury that may impact on your studies, contact the Disability Service to discuss the range of adjustments that could be put in place to address the effects of a disability on your ability to study.
Student support services

Prospective students are encouraged to contact the Disability Service as soon as possible to discuss potential adjustments that may be required during your studies. All enquiries are confidential.

For further information contact:
T: 08 8946 6288  
E: disability@cdu.edu.au  
W: cdu.edu.au/equity-services/disability-services

Equal opportunity, discrimination and harassment
It is the objective of CDU to ensure the absence of all forms of discrimination and harassment based on gender, marital status, race and age, disability or sexual preference in relation to all facets of student participation at the University.

The Complaints Management Unit assists students who believe discrimination may be occurring, by discussing and clarifying the situation and exploring with students their rights, responsibilities and options to resolve the matter.

For further information contact:  
Complaints Management Unit  
Casuarina campus  
T: 08 8946 7738  
E: complaints@cdu.edu.au  
W: cdu.edu.au/strategicservices-governance/complaints

Office of Indigenous Student Services (OISS)
The Office of Indigenous Student Services (OISS) comprises a team of highly skilled and qualified CDU staff who provide academic, pastoral and ambasssorial support across the Higher Education and VET range of disciplines to Aboriginal and Torres Strait Islander students studying at Charles Darwin University.

Whether you are looking to upgrade, re-skill, return to the workforce or start the next phase in your life, OISS can help with a diverse choice of courses and academic support for Aboriginal and Torres Strait Islander students studying internally or externally, full
Student support services

time or part time. OISS provides a culturally supportive physical and intellectual environment that recognises and values individual learning styles and student needs.

With Indigenous Student Support Centres located at Casuarina (Gurinbey), Katherine (Yangan.garr) and Alice Springs (Akaltye), the OISS team encourage students to reach their full potential while providing ongoing support and advice throughout their learning journey. Support is available to all prospective, enrolled and ongoing students nationally, locally and/or remotely via a range of student engagement tools and approaches.

How can OISS help me?
OISS provides high-level support and assistance to Aboriginal and Torres Strait Islander students studying at CDU through:

➢ assistance with course information and advice on pathways into further education and training.
  - assistance with student admissions, enrolments and applications including the development of Individual Learning Plans
  - arranging orientation programs for new and continuing students, including intensive advice and support on academic study skills, effective time management, essay writing and referencing skills

➢ provision of academic support and referrals for tutoring through Tutorial Support (formally ITAS) where individual or group tutorial assistance can be arranged.

➢ provision of information about scholarships and other opportunities that become available for Indigenous students from time to time.

➢ excellent student facilities with culturally safe study spaces and computer labs.

➢ provision of advocacy support including assistance with study issues and liaison with lecturers.

➢ referral to CDU support services such as counselling, careers, employment and accommodation.

For further information or general enquiries, contact OISS.

Gurinbey at Casuarina campus
OISS is located at the Australian Centre for Indigenous Knowledges and Education (ACIKE) Building Blue 2 at Casuarina campus and includes a range of facilities for students as well as a dedicated computer lab and quiet study space for Indigenous students.

Contact: OISS Reception
T: 08 8946 6479
F: 08 8946 6064
E: OISSReception@cdu.edu.au
W: cdu.edu.au/indigenous-leadership/oiss
Student support services

Akaltye at Alice Springs campus
Indigenous Student Services at the Alice Springs campus is located in Building 6, at the rear of Student Central.

Contact: Lorraine St Clair
T: 08 8959 5411
Sharon Donnellan
T: 08 8959 5390

Yangan.garr at Katherine Rural campus
Indigenous Student Services is located at the Katherine Rural campus in the Library building.

Contact: Natalie Ellis
T: 08 8973 8348 (Katherine Rural campus)
T: 08 8973 9922 (Katherine Town Centre)
M: 0409 116 942

Regional and external students
Support is available to all prospective, enrolled and ongoing students. Students not residing within reach of a support centre or studying externally are encouraged to contact OISS Reception on 08 8946 6479 or at OISSReception@cdu.edu.au

Indigenous Grants
Indigenous Grants consists of the OISS – Tutorial Support Program (formally ITAS), Away From Base (AFB) and Scholarships.

OISS – Tutorial Support provides supplementary funding for tuition to support eligible Indigenous students studying both VET and HE course at CDU.

The Away From Base (AFB) funding program assists with the costs of travel, meals and accommodation for eligible Aboriginal and Torres Strait Islander (Indigenous) students studying ‘mixed-mode’/external Vocational Education and Training (VET) and Higher Education (HE) courses.

For more information on either program or assistance with scholarships, bursaries, grants etc, please contact:

Tutorial Support
T: 08 8946 6563
E: TS@cdu.edu.au

Away From Base/Scholarships
T: 08 8946 7429
E: afb@cdu.edu.au

International Student Support
The International Student Advisor is located in the Office of International Services, Building Orange 2.1. The International Student Advisor provides advice, support and encouragement to international students on a range of matters, such as student visas, personal issues, social or cultural adjustment difficulties, academic difficulties, enrolment conditions and referrals to other support services.
Student support services

To make an appointment to see the International Student Advisor contact:

The Office of International Services
Casuarina campus
T: 08 8946 7215

Learner Support Services
If you are studying a VET course and you want to improve your skills, or find out how to make learning easier or get some help with assignments and assessments, then you can contact Learner Support Services (LSS).

LSS provides one-to-one tutoring, group study sessions as well as classroom assistance. The support provided is based on your course material so that it is very relevant and useful to you. The aim of LSS is to ensure students build their skills and strategies as a learner and receive the appropriate support to successfully complete their VET course. There are no fees for LSS for students enrolled in most NTG subsidised courses. LSS is not available for VET in School students.

For more information, contact:
T: 08 8946 7051
E: learner.support@cdu.edu.au
W: cdu.edu.au/cdu-vet/lss

Library and Learning Precinct
CDU Library has services to support students studying on campus or externally. To find out more go to W: libguides.cdu.edu.au/studentwelcome. The CDU Library operates at Casuarina, Palmerston and Alice Springs campuses. Library opening hours may vary between campuses and during semester breaks. Hours are listed at W: cdu.edu.au/library/about/hours

Each discipline area has a Liaison and Academic Support Librarian who is able to assist students to develop their library research skills. Visit W: cdu.edu.au/library/how/librarians.html#LILLteam

Each campus Library has a Learning Precinct where staff can assist you with finding information, printing, scanning and so on. Computers are available for study and research purposes. All campus libraries are wireless-enabled and you can connect your laptop to the wireless network. Study areas are also available with power for your devices.

Students who are located more than 80 km from a campus are eligible to register with the Distance Library Service at W: libguides.cdu.edu.au/DistanceServices

The Library also offers an ‘Ask Us’ service, which is available to all CDU students and staff via the Library homepage, W: cdu.edu.au/library
Student support services

Alice Springs campus library
Building 4
T: 08 8959 5233
F: 08 8959 5282
E: alice.library@cdu.edu.au

Casuarina campus library
Building Red 8
T: 08 8946 7016
E: referencedesk@cdu.edu.au

Palmerston campus library
Building C
T: 08 8946 7870
E: referencedesk@cdu.edu.au
W: cdu.edu.au/campuses-centres

Copyright
All students are required to adhere to Australian Copyright Law requirements. Find out how you can use third-party copyright material in your studies on the website.
W: cdu.edu.au/library/copyright

On-campus accommodation
International House Darwin (IHD) provides on-campus living for CDU students in higher education, work placement and trades. The IHD community is a vibrant mix of Territory, interstate and international students. Its communal activities range across academic and pastoral programs as well as cultural and social activities. Our office can work with you to accommodate long or short term stays and can assist with multiple trade-block stays.

For more information about application and costs contact:
Casuarina
T: 08 8946 6591
W: cdu.edu.au/ihd

Alice Springs Student Accommodation (ASSA)
T: 08 8959 5295
W: cdu.edu.au/assa

The Katherine Student Accommodation (KSA)
T: 08 8973 8324
W: cdu.edu.au/ksa

Off-campus accommodation
The Off-campus Accommodation Officer provides advice and information regarding off-campus accommodation available in Darwin.

Contact: Equity Services
T: 08 8946 6288
F: 08 8946 6654
E: accommodation.assistance@cdu.edu.au
W: cdu.edu.au/equity-services/accommodation
W: cdu.studystays.com.au
A-Z other information

**Academic Record/Certificate of Completion/Testamur**
Student Central at Casuarina campus initially provides an Academic Record, a Certificate of Completion and a Testamur free of charge at the time of graduation from a specified course.

Academic Records, Certificates of Completion and Testamurs will not be issued where fees remain outstanding.

A replacement charge of $25 a copy applies for any further requests for an Academic Record. The replacement charge for a Testamur is $100. You may apply for replacement documents at other campuses or centres, but they are issued only by the Graduation area located at Casuarina campus.

The EGT103 – Request for Memorandum of Grades/Academic Record/Testamur Form is available at W: cdu.edu.au/current-students/adminforms. You can also access your academic records at W: cdu.edu.au/current-students, by selecting my ‘My CDU’ then ‘My Student Info’.

For further information, contact Student Central at Casuarina campus.

T: 1800 061 963
E: student.central@cdu.edu.au
W: cdu.edu.au/student-central

**Note:** You will be required to provide CDU with your Unique Student Identifier (USI) in order to receive your Certificate of Completion and Academic Record. To apply for your USI, go to W: usi.gov.au

**Bookshop**
The CDU Bookshop is located on the ground floor of Building Red 1, Casuarina campus.

It stocks textbooks, general and reference books, stationery, technical equipment and a fast mail-order service for external students.

For further information contact the Bookshop.

T: 08 8946 6497
E: bookshop@cdu.edu.au
W: cdu.edu.au/bookshop

**Campus traffic and parking**
Free parking, parking permits and pay-and-display parking are available at the Casuarina, Darwin Waterfront and Palmerston campuses. Parking at other CDU campuses and centres is free.

Parking on all campuses is regulated by the Charles Darwin University Site and Traffic By-Laws.

For further information, visit W: cdu.edu.au/university-operations/facilities-management.
A-Z other information

Centrelink
Centrelink offers a range of services to students.

Centrelink contacts are:
Abstudy phone: 1800 132 317
Youth Allowance/Austudy phone: 13 24 90.
For further information, visit W: humanservices.gov.au/customer/dhs/centrelink.

Child Care Centre
The CDU Child Care Centre is located on Casuarina campus at Building Green 3.
It operates from Monday to Friday 7.30 am – 6.00 pm.

For information about places and fees, contact:
T: 08 8946 6913
W: cdu.edu.au/university-operations/child-care

The Child Care Centre has a waiting list. Please contact the centre in advance to have your name on the list and to be notified of availability.

Computer facilities

Students should be aware that they can be charged under the Student Conduct By-Laws if found to be misusing computers and, in particular:

→ accessing pornographic material
→ sending emails that contain racist, sexist or other comments that contravene Federal or Territory equal opportunity legislation
→ downloading copyrighted material such as movies or music where they do not have an explicit right to, and
→ other activities as defined in the ‘Information and Communication Technologies Acceptable Use Policy’.

Casuarina campus
The Casuarina campus has eight general PC labs. Computer laboratories in Building Orange 1, Level 3 are available for students every day from 6.00 am–1.00 am. Access to all other computer labs should be arranged through your lecturer. Also refer to Information provided under ‘Library and Learning Precinct’ on page 29 in this guide. Opening hours are listed at W: cdu.edu.au/library/about/hours

Alice Springs campus
The Alice Springs campus Library has a number of computers available for student use during operating hours. The Library also has a number of quiet study desks available with computer outlets
A-Z other information

for student laptops. The Library is wireless enabled. Opening hours are listed at W: cdu.edu.au/library/about/hours

Darwin Waterfront campus
The Darwin Waterfront campus has limited dedicated computer space on Level 3 available to student on weekdays only from 7.45 am to 8.30 pm. Access to the computer lab is through swipe card. No after-hours access available. The campus is wireless enabled.

Palmerston campus
Library and Learning Precinct is located in Building C. There are computers available for student use inside the Library and in the Learning precinct (foyer area), Opening hours are listed at W: cdu.edu.au/library/about/hours Your Student ID card is required for after-hours access.

Katherine Rural campus
After-hours computer laboratory plus four library computers are available from 8.00 am – 9.00 pm.

Katherine Town Centre and Tennant Creek Centre
Computer facilities are available during regular business hours: 8.00 am – 4.00 pm.

Jabiru
An Open Learning Room is available 24 hours a day, seven days a week. Access is via a Department of Business swipe card issued on payment of a $10 deposit at the administration desk in Jabiru Training Centre.

Nhulunbuy
The Open Learning Centre is a Department of Business facility available to CDU students Monday to Friday 8.00 am – 4.00 pm. Students requiring after-hours access can obtain a key after paying a $50 deposit.

Note: Students must supply their own paper. ITMS assistance is not available as these are not CDU computers.

Drugs and alcohol
The University is committed to a healthy, safe and productive work and study environment that strongly discourages the irresponsible and inappropriate consumption of alcohol and/or the use, distribution or purchase of illicit drugs and other substances.

Unlawful, excessive and/or irresponsible use of alcohol, drugs and other substances can have a negative impact on judgement, academic or work performance, health, personal relationships, safety and overall wellbeing of the individual. It can also impact on the operating capability of the University, the safety of the members of University community, and can result in damage to person, property and/or equipment. Students who are adversely affected by alcohol, drugs and/or other substances should not attend an academic activity, for example, lectures, tutorials, laboratories, workshops on University premises, facilities or
A-Z other information

University approved external excursions. The University has zero tolerance towards alcohol, drug and substance abuse. Students who are impaired by alcohol, drugs and other substances will be refused entry to class and asked to leave the campus.

Failure to abide by the University’s Alcohol, Drugs and other Substances Policy may lead to disciplinary action, and if necessary the relevant law enforcement authorities may be involved. Disruptive and antisocial behaviours will be dealt with under the Charles Darwin University (Student Conduct) By-laws. For more information go to Governance Document Library at W: cdu.edu.au/strategicservices-governance/policy

Graduation
The University holds two graduation rounds each year. In Darwin the first round is in May and the second in October. A graduation ceremony is also held in Alice Springs in June.

Students who believe they have completed all requirements of their course can complete the EGT104 – Nominate to Graduate Form available from Student Central or online at W: cdu.edu.au/current-students/adminforms.

VET students owing fees to the University are not able to graduate until the debt has been cleared. If the fees have not been paid, students will automatically be deferred to the following graduation ceremony.

Note: During peak times, there may be a delay in responding to your enquiry. For further information, contact Student Central.

T: 1800 061 963
E: graduation@cdu.edu.au
W: cdu.edu.au/graduation

Gymnasium
The Gym@CDU operates a modern, air conditioned gymnasium located at Building Green 4 on Casuarina campus. Membership fees are well priced and suitable for a student budget.

For more information:
T: 08 8946 6971
W: cdu.edu.au/thegym

International students
International students are students who are not domestic students. New Zealand passport holders who have lived in Australia for less than six months before they start study will be required to pay international fees.

New and re-enrolling international students are required to enrol in the standard full-time load for the relevant course being undertaken. International students are required to enrol in a minimum of 360 hours per semester (two teaching periods). You may enrol in less than the full-time load only if it is your last semester for the course, and the number of units required to
complete your course does not constitute a fulltime load. Other temporary or provisional visa holders may study less than a full-time load.

For more information go to W: cdu.edu.au/international

**Information Technology Services**

Information Technology Management Support (ITMS) manage and provide a wide range of services for students and staff at CDU. Of particular interest to students are the following:

- **Office 365** – CDU in conjunction with Microsoft provides you with access to Office 365 for the duration of your study at CDU. Office 365 provides a number of services across Windows PC, Apple computers and mobile devices. These services include Microsoft Office products both online and installed and email services. You can access Office 365 and all its services using your student email address (e.g.: s123456@student.cdu.edu.au) via the O365 login page W: login.microsoftonline.com

- **OneDrive for Business** – part of Office 365 allows you to store up to one terabyte of data in your own cloud storage area on the web. This will give you access to your data from both on and off campus using any device you wish via a web browser.

**Note:** Students should be aware that these services will only be available while you are enrolled at CDU. Alternate arrangements need to be made for after course completion.

**Email**

Students are provided with an email address hosted by the University. This email address is your official CDU email address and all correspondence will be sent to this address. This service is web-based (such as Hotmail or similar), making it available wherever you can access the internet. It has a 200 GB quota limit.

Students may choose to set up a preferred email address, where a copy of any email sent to their official email address is forwarded. This can be done on the CDU My Student Info webpage at W: cdu.edu.au/mystudentinfo, in the My Email Address section. If a student chooses to do this, they will need to occasionally remove emails from the official email inbox to stay under the quota.

**Internet access**

What you access on the internet through the CDU connection to the internet is governed by the University Internet Access Policy. All internet web traffic is monitored by our systems against your username/password and in the event that an excessive amount of data or illegal content is detected, students will be contacted and asked to explain. Students under the age of 18 are required to fill out a Permission for Internet Access for a Person Under the Age of 18 years Form, which must be signed by a parent or guardian. The form can be obtained from the IT Kiosk at Casuarina campus or visit W: cdu.edu.au/itms/it-forms
A-Z other information

IT Kiosk
The IT Kiosk at Casuarina campus is your first point of contact for help with computers, the Internet, telephones, printers, and associated information technology equipment and services.

Operating hours: Monday to Friday 8.00 am – 4.00 pm excluding public holidays.

Location: Building Red 1, level 1 room 20, Casuarina campus
T: 08 8946 6600
W: cdu.edu.au/itms/it-kiosk

ITMS Service Desk
The ITMS service desk serves a first point of contact to obtain IT support for all CDU locations. For any technical support problems call 08 8946 6600

Operating hours:

→ Normal hours: Monday to Thursday 7.30 am – 6.00 pm, Fri 7:30 am – 5:30 pm

→ Urgent call-out support: Monday to Friday 6.00 pm – 9.00 pm
Weekend and public holidays (urgent call-out support):
8.00 am – 4.00 pm.

Urgent phone support will deal with problems such as network outages, server outages, major information system errors, and operational problems affecting many users. Problems with user accounts, passwords or individual machine problems will be dealt with during normal operating hours except in exceptional circumstances.

Wireless access
Wireless access is available in most CDU locations. This includes Casuarina, Darwin Waterfront, Palmerston, Alice Springs and Katherine campuses and some access in other campuses. Setup of wireless is a fairly simple process, and if you require help, the IT Kiosk is prepared to assist. You can also connect to the open ‘cdu-wifi-setup’ wireless network, which will allow you to go to a web page wifi.cdu.edu.au that has a wizard for connecting your device to the CDU student wireless network. Documentation is also available from the IT Kiosk and the ITMS website.

Memorandum of Grades
The Memorandum of Grades is a printed record of units and results within a course, and is provided by the Office of VET Business Improvement at the end of each teaching period for the duration of the course.

A Memorandum of Grades is not provided where fees remain outstanding. A replacement charge of $15 a copy for a Memorandum of Grades applies.

Students are encouraged to view their results online at cdu.edu.au/current-students by selecting ‘My CDU’, then ‘My Student Info’.
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On-Campus Accommodation
International House Darwin (IHD) provides accommodation on the Casuarina campus. For details about the application process, fees and costs, go to W: cdu.edu.au/ihd or call 08 8946 6591.

The Alice Springs Student Accommodation provides temporary student accommodation on the Alice Springs campus. For details about the application process, fees and costs, go to W: cdu.edu.au/assa or contact 08 8959 5295.

The Katherine Rural campus also has accommodation. For details about fees and costs, contact Katherine Rural campus go to W: cdu.edu.au/ksa or call 08 8973 8311.

Photocopying/printing
Photocopying and printing services are available at the campus Library in Palmerston, Casuarina and Alice Springs and the Learning Precincts in the Darwin Waterfront, Sydney and Melbourne campuses.

Each student has a printing account which is linked to their student ID card. This account incorporates Printstart. Printstart is a free University-funded entitlement given to each enrolled student twice yearly in February and July. The current CDU policy provides all full-time and part-time students with $10 of printing credit per period. Period A is from 1 February to 30 June and Period B is from 1 July to 31 January. If there is any unused credit remaining at the end of either period, it will automatically be erased.

Every student may purchase additional credit online at W:print.cdu.edu.au/WebManClient/. For more information on printing services, visit W:libguides.cdu.edu.au/librarydesk

Alice Springs campus
The Alice Springs campus Library provides a student photocopying facility.

Darwin Waterfront campus
Printing and photocopying facility available on level 3.

Jabiru
The Open Learning Centre provides a limited service, but full services are available through the town Library.

Katherine Town Centre
The Open Learning Centre is operated by Employment and Training NT Katherine Regional Centre, which offers limited after-hours computing services.

Palmerston campus
The Palmerston campus Library provides a student photocopy/printing facility.
A-Z other information

**CDU Printery (Uniprint NT)** is located in Building Purple 4. It provides academic and general printing for CDU. For students and anyone else, it provides general printing, including thesis binding, banners, graphic design and so on.

For further information visit W: cdu.edu.au/uniprint

**Plagiarism**
Plagiarism is the presentation of the work of another person without acknowledgement. Students may use information and ideas expressed by others, but this use must be identified by appropriate referencing. CDU Library Referencing Guide provides information on referencing styles at W: libguides.cdu.edu.au/cdureferencing. The University’s overarching policy on plagiarism (Academic and Scientific Misconduct) can be viewed at cdu.edu.au/governance by selecting Document Library then the ‘Academic and Scientific Misconduct Policy’ link.

**Scholarships at CDU**
CDU Scholarships are open to everyone and students should apply for every scholarship that they are eligible for.

Scholarships at CDU are based on many different criteria. There are scholarships for students who show talent, passion and initiative in their chosen areas of study. There are also scholarships based on other criteria, such as regional scholarships, which are awarded to students who show commitment and vision for the area in which they live.

In addition there are scholarships to help those who are struggling with the financial or practical elements of study.

Scholarships also vary greatly in what they provide. Most of our scholarships range between $1,000 and $10,000 and are paid directly into the student’s bank account, which allows the students to use the funds in a way that they think will best enhance their studies.

Our scholarships each have selection criteria which you will need to address, this may include showing a commitment and passion for study, demonstrating financial need or showing that you have undertaken volunteer work or extracurricular studies. In all cases students are encouraged to show how they stand out from the crowd and this means that you don’t have to be top of the class to receive a scholarship.

To find the list of scholarships currently on offer please visit the Scholarships website.
W: cdu.edu.au/student-central/scholarships
Or contact the Scholarships Officer
T: 08 8946 6442
E: scholarships@cdu.edu.au

The Scholarships Office has produced a Scholarships Guide for 2017 with hints and tips on how to apply. You can download the guide from the website above or request a printed copy from Student Central.
A-Z other information

Security on campus

Casuarina campus
CDU adopts the UNI-SAFE program, which aims to alert students, staff and visitors of personal safety issues.

Students should be careful walking around campus at night.

Keep to well-lit areas and try not to walk alone. If you are concerned about your personal safety, talk to a Student Facilitator at Equity Services or to staff at the Security Office.

Be sure to report any incidents or suspicious activity to Security.

You can phone Security to arrange to be accompanied to your vehicle on campus after dark. Phone ahead, (10 – 15 minutes) to make arrangements before you are ready to leave.

Phone: 08 8946 7777
Freecall: 1800 646 501 for all campuses
Location: Building Orange 2, Casuarina campus

Carry your Student ID card with you at all times as you may be asked to provide identification while on campus. This is particularly relevant when using the computer laboratories as you may be asked to provide identification to a security guard. Do not let other students or friends use your Student ID card to access University facilities. Students using such facilities without their card will be asked to leave and could be charged under the Student Conduct By-Laws for misuse of the Student ID card.

Alice Springs campus
O’Brien Security provides a security and student escort service on Alice Springs campus. O’Brien Security operates Monday to Friday 8.00 am–10.00 pm and is available to escort students to their vehicles. Contact the Security Guard on 0428 816 741.

Darwin Waterfront campus
During business hours, security is provided by CDU security staff. Wilson security provides after-hours security, please contact 08 8946 8888 to be connected to them.

Palmerston campus
Arrangements as per Casuarina campus call 08 8946 7888.

Katherine Rural campus
A Duty Officer is on campus Monday to Friday 4.30 pm–9.00 pm each day to provide security and is on call for emergencies from 9.00 pm–8.00 am. A Duty Officer is on call on weekends.

Jabiru
The facilities at Jabiru are owned and operated by the Department of Business (DoB) who have their own system of security. Access during normal business hours is not an issue but after-hours access is via the Open Learning Room by using a swipe card issued by DoB.
Nhulunbuy
The facilities at Nhulunbuy are owned and operated by DoB. Access during business hours is not an issue but after-hours access is via the Open Learning Centre managed by DoB.

Tennant Creek
The facilities at Tennant Creek are owned and operated by DoB and have their own security system. Access during normal business hours is not an issue.

For further information visit W: cdu.edu.au/university-operations/facilities-management

Sexual harassment
The University is committed to providing a safe and respectful working and learning environment that supports the rights of all persons within the University community to work and study in a safe environment, free from sexual harassment.

Sexual harassment means any unwanted, unwelcome or uninvited behaviour or conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where the reaction is reasonable in the circumstances. Unwelcome sexual advance or requests for sexual favours or other unwelcome conduct of a sexual nature, which may include but is not limited to, suggestive comments, insults, taunts or dirty jokes, the display of offensive pictures, sexually explicit emails or text messages staring, leering or inappropriate physical contact such as patting, pinching or groping.

If you believe you are a victim of sexual harassment, contact:
Complaints Management Unit
Building Blue1.1.36
Casuarina campus
T: 08 8946 7738
E: complaints@cdu.edu.au

For further information regarding sexual harassment, visit:
W: cdu.edu.au/strategicservices-governance/policy
W: cdu.edu.au/strategicservices-governance/complaints
W: cdu.edu.au/current-students/respect-now-always

Smoking on campus
Smoking and passive smoking are recognised health risks and the University is committed to providing a healthy and safe learning and work environment for members of the University community.

Government acts and regulations prohibit smoking in buildings, enclosed spaces, outdoor public areas including bus stops, within 2 m of a building entrance, within 3m from an air-conditioning intake, and other areas where a no smoking sign is displayed. The University has clearly marked designated smoking areas on each campus where smoking is permitted. No food or drink can be consumed in smoking areas.

For further information refer to the Smoke-free-Workplace Policy available from the Governance Library at
W: cdu.edu.au/strategicservices-governance/policy
**Student conduct**

The University is committed to providing an environment conducive to the pursuit of academic and scholarly activities by promoting high standards of personal conduct and behaviour by its students.

The University’s Code of Conduct applies to all staff, students and the University’s many stakeholders. It is built on the principles of fairness, respect, integrity, professionalism, accountability, equality of opportunity and values-based leadership. The Code of Conduct provides guidance for staff, students and all those with whom we engage to recognise and practise these values and to shape our culture. For more information refer to the Code of Conduct available from the Governance Library at:

W: cdu.edu.au/strategicservices-governance/policy

The University has the responsibility to maintain order and manage the conduct of students, who may be on University premises, using University facilities and services, or participating in learning and teaching or University related activities. It is expected that all students will participate in the learning program, be respectful of others, and show consideration for all regardless of race, colour, religion, gender, sexual preference or physical disability. In accordance with the Charles Darwin University [Student Conduct] By-laws, the University has the authority to fine, impose a penalty, suspend or expel those students who are disruptive of the educational process.

For more information refer to the Charles Darwin University [Student Conduct] By-laws available from the Governance Document Library at:

W: cdu.edu.au/strategicservices-governance/policy

**Work Health and Safety (WHS)**

All members of the University community, including students must comply with Work Health and Safety Policy and related procedures, and should take reasonable care to prevent personal injury, injury to others and prevent or minimise damage to plant and equipment.

For more information refer to the Work Health and Safety Policy available from the Governance Library at

W: cdu.edu.au/strategicservices-governance/policy

Your first point of contact for WHS issues should be your lecturers. You are required to comply with all WHS instructions given by your lecturer, in your course materials and/or safety signage. You must also report any injuries or incidents. It is the lecturer’s responsibility to report these matters to the appropriate area.

In an emergency situation, follow the instructions given by your lecturer, a Warden or Campus Security.

Simple first-aid requests should be referred to your lecturers. In case of a serious, potentially life-threatening injury or illness, call the emergency number 000.
A-Z other information

**Note:** The most up to date version of the VET Student Guide is available online at cdu.edu.au/cdu-vet/student-guide.

**Feedback**
CDU welcomes your comments on the information contained in this guide. Please forward your comments via email to vetfeedback@cdu.edu.au and ensure you place VET in the subject line of your email, so your comments are directed to the appropriate area.

If you do not have access to email, forward your comments by post to:

VET Feedback
Office of VET Business Improvements
Building Red 4
Charles Darwin University
Darwin NT 0909

**DISCLAIMER:** While all reasonable efforts have been made to ensure that the information in this publication is correct, matters covered by this publication are subject to change. Charles Darwin University does not assume and hereby disclaims any express or implied liability whatsoever to any party for any loss or damage caused by errors or omissions, whether these errors or omissions result from negligence, accident or any other cause.

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### A-Z other information

#### Team contact details

<table>
<thead>
<tr>
<th>Team</th>
<th>Campus</th>
<th>Telephone</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Literacy and Numeracy (Central)</td>
<td>Alice Springs</td>
<td>08 8959 5469</td>
<td><a href="mailto:alncentral@cdu.edu.au">alncentral@cdu.edu.au</a></td>
</tr>
<tr>
<td>Adult Literacy and Numeracy (Top End)</td>
<td>Casuarina</td>
<td>08 8946 7529</td>
<td><a href="mailto:alntopend@cdu.edu.au">alntopend@cdu.edu.au</a></td>
</tr>
<tr>
<td>Agriculture and Rural Operations (Top End)</td>
<td>Katherine</td>
<td>08 8946 7512</td>
<td><a href="mailto:cdukatherinecampus@cdu.edu.au">cdukatherinecampus@cdu.edu.au</a></td>
</tr>
<tr>
<td>Automotive and Civil</td>
<td>Casuarina</td>
<td>08 8946 7506</td>
<td><a href="mailto:automotiveandcivil@cdu.edu.au">automotiveandcivil@cdu.edu.au</a></td>
</tr>
<tr>
<td>Building Technology</td>
<td>Casuarina</td>
<td>08 8946 7508</td>
<td><a href="mailto:bdc@cdu.edu.au">bdc@cdu.edu.au</a></td>
</tr>
<tr>
<td>Business (Top End)</td>
<td>Waterfront</td>
<td>08 8946 8877</td>
<td><a href="mailto:businesstopend@cdu.edu.au">businesstopend@cdu.edu.au</a></td>
</tr>
<tr>
<td>Business (Central)</td>
<td>Alice Springs</td>
<td>08 8959 5467</td>
<td><a href="mailto:Business_Central@cdu.edu.au">Business_Central@cdu.edu.au</a></td>
</tr>
<tr>
<td>Children’s Services and Education Support</td>
<td>Casuarina</td>
<td>08 8946 7519</td>
<td><a href="mailto:cses@cdu.edu.au">cses@cdu.edu.au</a></td>
</tr>
<tr>
<td>Commercial Cookery and Bakery (Top End)</td>
<td>Palmerston</td>
<td>08 8946 7526</td>
<td><a href="mailto:VETBakeryy@cdu.edu.au">VETBakeryy@cdu.edu.au</a></td>
</tr>
<tr>
<td>Community Services</td>
<td>Casuarina</td>
<td>08 8946 7517</td>
<td><a href="mailto:csh-enquiries@cdu.edu.au">csh-enquiries@cdu.edu.au</a></td>
</tr>
<tr>
<td>Conservation and Land Management (Central)</td>
<td>Alice Springs</td>
<td>08 8959 5466</td>
<td><a href="mailto:Clm.Central@cdu.edu.au">Clm.Central@cdu.edu.au</a></td>
</tr>
<tr>
<td>Conservation and Land Management (Top End)</td>
<td>Casuarina</td>
<td>08 8946 7511</td>
<td><a href="mailto:CLM@cdu.edu.au">CLM@cdu.edu.au</a></td>
</tr>
<tr>
<td>Creative Arts and Humanities</td>
<td>Casuarina</td>
<td>08 8946 7404</td>
<td><a href="mailto:cah@cdu.edu.au">cah@cdu.edu.au</a></td>
</tr>
<tr>
<td>Electrotechnology (Top End)</td>
<td>Casuarina</td>
<td>08 8946 7505</td>
<td><a href="mailto:electrotechnology@cdu.edu.au">electrotechnology@cdu.edu.au</a></td>
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<tr>
<td>English as a Second Language</td>
<td>Casuarina</td>
<td>08 8946 7518</td>
<td><a href="mailto:migrantesl@cdu.edu.au">migrantesl@cdu.edu.au</a></td>
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<tr>
<td>Health</td>
<td>Casuarina</td>
<td>08 8946 7356</td>
<td><a href="mailto:vethealth@cdu.edu.au">vethealth@cdu.edu.au</a></td>
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<tr>
<td>Horticulture (Top End)</td>
<td>Casuarina</td>
<td>08 8946 7513</td>
<td><a href="mailto:hort_aqua@cdu.edu.au">hort_aqua@cdu.edu.au</a></td>
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<td>Information Technology and Library Studies</td>
<td>Casuarina</td>
<td>08 8946 7522</td>
<td><a href="mailto:IT_librarystudies@cdu.edu.au">IT_librarystudies@cdu.edu.au</a></td>
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<tr>
<td>Maritime and Seafood</td>
<td>Casuarina</td>
<td>08 8946 7513</td>
<td><a href="mailto:mast@cdu.edu.au">mast@cdu.edu.au</a></td>
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<tr>
<td>Metal Trades</td>
<td>Casuarina</td>
<td>08 8946 7507</td>
<td><a href="mailto:metaltradesmaritime@cdu.edu.au">metaltradesmaritime@cdu.edu.au</a></td>
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<tr>
<td>Sales and Personal Services</td>
<td>Palmerston</td>
<td>08 8946 7520</td>
<td>salespersonalservices.cdu.edu.au</td>
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<tr>
<td>Tourism, Hospitality and Recreation (Top End)</td>
<td>Palmerston</td>
<td>08 8946 7525</td>
<td><a href="mailto:tour_hosp_recreation-topend@cdu.edu.au">tour_hosp_recreation-topend@cdu.edu.au</a></td>
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<tr>
<td>Tourism and Hospitality (Central)</td>
<td>Alice Springs</td>
<td>08 8959 5468</td>
<td><a href="mailto:tourism_hospitality-central@cdu.edu.au">tourism_hospitality-central@cdu.edu.au</a></td>
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<tr>
<td>Trades (Central)</td>
<td>Alice Springs</td>
<td>08 8959 5465</td>
<td><a href="mailto:tradescentral@cdu.edu.au">tradescentral@cdu.edu.au</a></td>
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</tbody>
</table>
Campus maps

Alice Springs campus

Charles Darwin University – Alice Springs Campus
Campus maps

Darwin Waterfront

Kitchener Drive
Campus maps

Palmerston campus

Buildings

A  General Studies & Administration Building
   Level 1 (ground Floor):
   EAST
   • Lakeside Café
   • Computer classrooms
   • Hairdressing
   West
   • Student Administration (Reception desk)
   • Security/Facilities
   • Dawun Office (Indigenous Academy Support Unit)
   • Campus Administrator (PVC VET, Administration Team)
   • Staff Offices - VET Areas:
     • Tourism & Hospitality
     • Sport, Business & Recreation
     • Cookery & Bakery
     • Retail
   West
   • Classrooms
   • Lecture Theatres
   • Staff Offices - VET Areas

B  Tourism & Hospitality and Food Studies Building
   Level 1 (ground Floor):
   • Training Facilities: Tourism, Business, Hospitality
   • Cookery (training kitchens)
   • Beauty Therapy
   • Karawa (training restaurant)
   • Bakery (training kitchen)

C  The Learning Precinct
   Level 1 (ground Floor):
   • Library
   • Learning Precinct (PC Labs - after hours access for GDU students)
   • Lecture rooms
   • Adult Migrant English Program (AMEP)
   • Centre for Youth and Community Music (CYCM)
   Level 2 (First Floor):
   • Tutorial Rooms
   • Computer Labs
   • Staff Offices - VET Areas:
     • English as a Second Language (ESL)
     • Adult Migrant English Program (AMEP)
     • Information Technology & Library Studies

Legend
- Buildings
- Walkways/Paths
- Roads
- Free Car Parking
- Restricted Parking
- Authorized Vehicles
- Bus Stop

TO UNIVERSITY AVENUE
Campus maps

Katherine Rural campus
Campus maps

Nhulunbuy campus
Casuarina campus

Key

- Ticket & Permit Parking
- Bus Stop
- Free Parking
- Security
- Accessible Toilets
- Food
- Access Taxi Drop-off

CDU maps available on CDU Mobile app via

[Image of the Casuarina campus map]
Opening hours and contact details

Casuarina campus: Student Central
Mon, Tue, Thurs:  8.30 am – 4.00pm
Wed:  8.30 am – 6.00pm
Fri:  8.30 am – 3.00pm
Location:  Building Orange 1, Casuarina campus
Freecall:  1800 061 963
Email:  student.central@cdu.edu.au

Alice Springs campus: Student Central
Mon to Fri:  8.30 am – 4.00pm
Location:  Building 1, Alice Springs campus
Freecall:  1800 654 865
Email:  student.central@cdu.edu.au

Palmerston campus: General enquiries
Mon to Fri:  8.30 am – 4.00pm
Location:  Building A, Palmerston campus
Phone:  08 8946 7800
Email:  palmerston@cdu.edu.au

CDU Darwin Waterfront: Student Central
Mon, Tue, Thurs:  8.30am – 4.00pm
Wed:  8.30am – 6.00pm
Fri:  8.30am – 3.00pm
Location:  21 Kitchener Drive, Darwin
Freecall:  1800 061 963
Email:  student.central@cdu.edu.au

Katherine Rural campus: General enquiries
Mon to Fri:  8.30 am – 4.00pm
Location:  Building 2, Katherine Rural campus
Freecall:  1800 779 577
Email:  NTRural@cdu.edu.au

FOR MORE INFORMATION
1800 238 838  | E: vet-enquiries@cdu.edu.au  | W: cdu.edu.au/cdu-vet