

Online Student Manual

CRICOS Provider No. 00300K (NT/VIC) | 03286A (NSW) | RTO Provider No. 0373



Welcome to CDU!

Congratulations on your successful application to Charles Darwin University (CDU). We are excited to have you join the university. Throughout your studies, you will build essential skills for success in academic pursuits, your work and your life beyond CDU.

Starting studies in a university overseas can be a daunting experience, especially when you are studying online due to COVID-19. That is why we have created this manual. Our team will also call you before you start your online studies to help you with any questions.

If there is anything else we can help with, please email: international@cdu.edu.au - include your student number in the email and one of our team will be in contact to assist.





Online learning with CDU

CDU is a pioneer in e-learning and has been delivering courses online for almost 20 years. Some of the things you need to know about your online learning journey include:

- enrolment
- the Learnline system
- online study support
- technical support

Enrolment

All new students need to officially enrol to commence studies at CDU. We encourage you to [activate your student account here](#), which will grant you access to enrol. You will need your student number (ID) to enrol. This can be found on your Confirmation of Enrolment (CoE). You will use this on many occasions throughout your studies.

Once you've activated your student account, you can proceed to log in to CDU Portal. Then you can select My Student Info and navigate to My Enrolment and follow the steps on the system.

Once you have enrolled then you can access the Learnline system.

If you face any difficulties with your enrolment, please contact Student Central on:

E: student.central@cdu.edu.au or 1800 061 963 (freecall) or +61 (08) 8946 7215.

The Learnline System

Learnline is our online learning platform. It includes the learning management system Blackboard Learn, combined with Blackboard Collaborate, which offers streaming media services and other learning technologies. Our online classroom allows staff and students to engage in a range of learning and teaching activities using the following key features:

- engage with your lecturer and fellow students in live online classes
- share audio and video
- text chat
- download session recordings
- access unit content easily
- submit assessments and access grades and feedback
- stay connected on the go with mobile access.

For more information about Learnline visit this webpage.





Online learning with CDU continued...

Online study support

Online tutoring is available to you through your Learnline account for subject-specific and literacy help. Access is available with a free online tutor 24 hours a day, seven days a week in more than 40 subjects, including Math, Science, Business, and English.

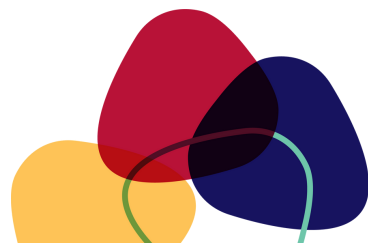
Look for the 'Online Tutoring' option under the Help and Support tab in Learnline. Enter your topic, subject or question, and you can connect with someone who can help you.

In addition to study support through Learnline, you can also access online study support by scanning the QR code.



Technical support

Anyone can utilise the online support desk 24 hours a day, seven days a week, 365 days a year through the [Support Centre](#).





Checklist for starting your online studies

Set up your study space

Your study space is very important when studying online. Spaces that are cramped, messy, dark or loud will not encourage you to study. Here are some simple tips for setting up your study space:

1. Find a space: It is important that you create a space where you can concentrate. The kitchen table is probably not a good space, as it is most likely used for other activities that will be constantly distracting. Ideally, you should have a room with a door which you can shut. This room is where you can go and focus on your academic work.
 2. Make sure you have all of the equipment: A desk, chair and computer are essential. You also need somewhere you can store your books and materials and you'll probably benefit from having a camera on your computer. Try to make your study area a welcoming place where you feel comfortable. You'll be spending a lot of time here, so it pays to organise it in a way that encourages you to study.
 3. Get out of the house: Think about using a local library as a quiet space to study. If you go on a regular basis, you'll soon find that having this routine will help your concentration and your ability to focus on your studies.
 4. Create a study ritual: This is developing good habits that will help you study more effectively.
- [To learn more, visit our website.](#)

Enrol

You can [activate your student account here](#), with your student number. Follow the steps to enrol.

Access Learnline and become familiar with it

Once you are enrolled you can access the Learnline system from your CDU Portal. We recommend spending some time in the system so that you become familiar with the functionality.

Register for orientation


Online orientation will help you get ahead before you even begin, which will set you up for success during your time at CDU, and provide an introduction to CDU, including:

- meeting your peers and staff
- student account activation and enrolment
- student visa rules and regulations
- support services available at CDU
- campus tours
- lots of fun activities!

Orientation is compulsory. We will email you leading up to the date and include details on how to register.

Access and navigate the online library

CDU has been delivering online degrees for almost 20 years, with more than 70% of our students study with us online. Find out how you can access hundreds of thousands of library resources as an online student. [Learn more HERE.](#)



International student requirements

Your student visa and key visa conditions

As an international student, you will have a student visa for the duration of your course at CDU. The Department of Home Affairs (DHA) is responsible for issuing visas to students who wish to study in Australia.

There are a number of conditions attached to your student visa. It is important to make yourself aware of these responsibilities and ensure you do not breach your visa conditions. [Learn more on our website.](#)

Overseas Student Health Cover (OSHC)

While you are studying with an Australian University, it is a visa requirement to ensure you have Overseas Student Health Cover (OSHC). This applies even though you are currently studying online.

The process is that you will pay your OSHC and then when the travel restrictions are lifted, you can change or update the start of your OSHC by contacting your OSHC provider to change your policy.

CDU's preferred OSHC provider is Allianz. The university's partnership ensures that if you arrange your OSHC through CDU you will receive an essential cover that provides you with access to a dedicated Allianz representative to assist you with claims and to provide general advice. For any questions about your OSHC, you can contact our Allianz campus representative, Michelle Jacutina by email: mjacutina@allianz-assistance.com.au. Alternatively, you can email us at international@cdu.edu.au and we can help direct your query to Allianz.

For any queries about your OSHC, please call: +61 (07) 3305 8841 (from overseas).

Enrolment and attendance

You must maintain satisfactory attendance in your course and course progress for each study period as required by CDU. For more information regarding academic progression, scan the QR code below.



International student requirements continued...

Student visa enquiries

The fastest way to find answers to your questions is to first check the Current International Students page on our website.



On this page you will find the answers to many general enquiries about your student visa conditions, reduced study load, intermission, fee payment, course progression or CoE extensions, please visit the 'How to make your studies compliant' page on our website.



If you still have questions, you can make a time to meet with a member of the International Student Support team online. To view appointment dates and times and to make a booking, scan the QR code.



Reduced Study Load

If you are not able to study full-time, you can apply for a Reduced Study Load (RSL). You need to include a relevant justification/explanation to support your application. Applications for RSL can be submitted one month before the semester starts and until the census date of each semester. Learn more about the CDU Important Dates.

If you can't find the answer on the CDU website or you would like to confirm your understanding, please email international@cdu.edu.au and include your full name and student number in the email.



Studying at an Australian University (classroom culture)

Studying with an overseas university presents international students with exciting opportunities; however, there can also be challenges. Most of these challenges stem from cultural differences, and the Australian classroom either online or on-campus is no exception.

Plagiarism

Plagiarism is taking someone else's work or ideas and passing them off as your own. At CDU, students are expected to display honest, ethical and respectful practices especially when completing and submitting assessments. As a student, you are responsible for understanding what academic integrity is and what the consequences are if you face an alleged breach. Learn more about [academic integrity online](#).

Referencing

Referencing (or citation) is related to avoiding plagiarism and it is an essential skill for every student and working professional. Referencing is simply a way of explaining in an assignment, where an idea has come from, who said it originally and where you found it. There are many different styles of referencing. Every College will have its own rules about referencing and, every course will have its own rules about which style you should use. For more information [visit the website](#).

Working in groups


Australian schools and workplaces consider the ability to work well within a team to be an essential skill. Almost no matter what you study, you'll find yourself doing a group assignment. Even local students who are used to group assignments can find them difficult, so if you've never done them before you might find it a challenge. Contact our [Language and Learning support team](#) for more information about free academic skills and study help workshops.

Independent thinking

Australian schools' value original thinking very highly. The learning style here encourages innovation, creativity and critical thinking in all subjects – from engineering to communications. Lecturers here are not just impressed by the memorisation of textbooks. Rather, students are expected to apply independent, critical analysis and participate in debates and discussions. While it may feel new to some, there's no reason to worry. Tutorials are a safe space and are designed to allow students to challenge the ideas of others (politely of course).

Assignments not exams

Many subjects in Australia will allocate a larger percentage of your grades to the completion of assignments and essays, rather than to your exams. Many students find that they like this arrangement – it allows students time to perfect assessment pieces at home, rather than having to get everything right in a single 2-hour exam.



Online support for you

We want you to be able to study with confidence and reach your goals. We offer support the whole way through. Whether it is personal support, help with study skills or questions, the key to success is asking for help early. We have provided you with a lot of information, so here is a summarisation of the support available to you at CDU.

Support Type	Situation	Contact
Personal support	If you are experiencing personal difficulties that are affecting your wellbeing, CDU provides a free and confidential counselling service.	Equity Services 
International student enquiries	International students might have general enquiries about student visa conditions, study load, intermission, fee payment, course progression or CoE extensions.	International Student Support Team  If more assistance is required, email: international@cdu.edu.au including your student number, or book an appointment with the team through the Current International Students webpage.
Current Student Services	Our services make your study journey at CDU as smooth and possible.	Current Student Services 
Language and learning support	The Language and Learning Support team is a free, confidential service that helps all students with academic skills development.	Language and Learning Support 
Online Tutoring	Online tutoring is available 24/7 to CDU students. The service is great for help with assignment or coursework questions.	Access online tutoring under 'Support' in your unit information in Learnline. 
CDU launchpad	Many of CDU's domestic students already study online. There is lots of general advice as well as tips and tricks to studying online on the CDU Launchpad.	