

STUDENT HANDBOOK

2026

Welcome from our CEO



Welcome to Nexus Institute of Higher Education.

This Student Handbook provides you with everything you need to know about studying with us in Sydney. The information will assist in your successful transition to studying at the Institute and help you progress through your studies.

The Student Handbook contains information about:

- Our courses
- Academic and personal support services
- Our obligations to you as a student
- Your rights and obligations as a student, and
- Advice if you are an international student living and studying in Australia

The Student Handbook will be updated annually so you have access to accurate information.

If there are any significant changes to your course or any other critical updates, we will send a message to your student email account and a notice will be posted on our learning management system.

We trust your time with us will be successful and enjoyable. If you need assistance reading or understanding any information in this guide, please contact our student support team. We are here to help you.



Chief Executive Officer

Table of Contents

Welcome from our CEO.....	2
Introducing Nexus Institute of Higher Education.....	5
Where we are	6
Overview of Chatswood, NSW	6
 Food Options Nearby	6
 Public Transport Access	6
 Study Support and Amenities.....	7
 Shopping and Essentials.....	8
Key Contact Information	9
Nexus Institute.....	9
Important external phone numbers	9
Key dates.....	10
Starting study at Nexus.....	10
Indicative calendar for 2026	10
Enrolment.....	11
Deferral and leave of absence.....	11
Orientation	11
Start of Classes.....	11
Census Date	11
Study at other institutions	12
Credit and Recognition of Prior Learning	12
Transfer from or to another institution	12
Our Educational Content.....	15
Our Graduate Attributes.....	15
Our courses.....	16
Bachelor of Information Technology	17
Summary	17
Course description	17

Course Learning Outcomes	18
Admission criteria	18
<i>Diploma of Information Technology</i>	19
Summary	19
Course description	19
Course Learning Outcomes	20
Admission criteria	20
<i>Course structures</i>	22
<i>Finances</i>	24
Fees	24
Tuition fees	24
Other fees and charges	25
Overseas Student Health Cover (OSHC)	25
Refunds	26
Refunds to Domestic fee-paying students	26
Refunds to international fee-paying students	26
<i>Rights and Obligations</i>	29
Statement of Tuition Assurance	29
Your Rights and Obligations	29
<i>Student Support</i>	30
<i>Being a student at Nexus</i>	32
Student ID Card	32
Student contact details	32
Student Email Address	32
Student representation	33
Student Code of Conduct	33
Intellectual property	35
Academic integrity	35

Misconduct	36
Bullying, Discrimination and Harassment	37
Sexual Assault and Sexual Harassment	37
Complaints and Appeals	38
National Students Ombudsman	38
<i>Studying and progressing through your course</i>	<i>39</i>
Good study habits	39
Subject outlines.....	40
Textbooks	41
Attending class.....	41
Study load.....	41
Assessment and grading	41
Assessment extensions and supplementary assessment	42
Review of assessment decision	43
Work Integrated Learning.....	43
Student progress and early intervention	44
Suspension and cancellation.....	44
Compassionate or compelling circumstances	45
<i>Student Safety, Security and Wellbeing.....</i>	<i>45</i>
Safety and Security.....	45
Work Health and Safety (WHS)	46
Critical incidents and incident reporting.....	46
Health.....	46
Wellbeing	47
Statement of Fairness and Equity.....	47
Students with disabilities.....	48
Statement of Privacy	48
<i>International students</i>	<i>49</i>

Entry into Australia	49
Australian Immigration.....	49
Bringing Goods.....	49
Accessing money	49
Studying in Australia	50
<i>Living in Sydney.....</i>	<i>50</i>
Accommodation options	51
Cost of living	52
Overseas Student Health Cover (OSHC).....	52
Transport.....	52
<i>Any other questions?</i>	<i>55</i>

Introducing Nexus Institute of Higher Education

Nexus Institute has a mission is to educate and cultivate tomorrow's IT leaders by providing contemporary education in technology, fostering ethical awareness and equipping students with the critical skills to excel in a rapidly evolving world.

Nexus Institute offers industry-relevant programs in Information Technology delivered by our experienced academic staff in modern facilities in Chatswood, Sydney, NSW. Nexus Institute of Higher Education became a registered higher education provider under the Tertiary Education Quality and Standards Agency Act 2011 (the TEQSA Act) in [TBC]. Nexus Institute is accredited [TBC] to provide the following courses:

- Diploma of Information Technology
- Bachelor of Information Technology.

The courses are also approved for offering to international students studying in Australia on a student visa [TBC]

As a young, forward-thinking institution with very experienced staff, Nexus Institute offers an exceptional learning experience designed to prepare students for success. Our campus features state-of-the-art classrooms and computer laboratories and extensive amenities for students and offers a resourceful learning environment from which to pursue your academic interests and connect with your fellow students.

We are committed to fostering a vibrant and inclusive community that values diversity and collaboration. We are excited about the opportunities ahead as we continue to build a distinctive educational institution preparing Australian and international students to become the technology leaders of tomorrow.

Where we are

Nexus Institute is located right near transport, entertainment and shopping at Level 5 North Tower, 1-5 Railway St, Chatswood NSW.

Overview of Chatswood, NSW

Chatswood is a vibrant, multicultural hub located on Sydney's North Shore. It's one of Sydney's major business districts, also known for its excellent shopping, dining and educational facilities. The area is safe, clean and very well connected by public transport.

The campus is located inside the North Tower above Chatswood Interchange with direct access to train, metro, and bus services. The surrounding area includes Westfield Chatswood, Chatswood Chase and The Concourse, offering shopping, food courts, and entertainment.



Food Options Nearby

Chatswood is known for its Asian cuisine (Chinese, Korean, Japanese, Thai, Vietnamese) and has plenty of affordable eateries ideal for students.

Affordable Food Courts:

- Westfield Chatswood food court
- Chatswood Interchange Asian food court

Popular Student Picks:

- Marukame Udon, IPPUDO Ramen, Mamak Malaysian
- Bubble tea: Chatime, Gong Cha, Coco
- Bakeries/café: 85°C Bakery, Breadtop



Public Transport Access

Chatswood Interchange is directly underneath the building:

- Sydney Metro: Fast trains to Sydney CBD and Macquarie University, North Ryde.
- Trains (T1 and T9 Lines): Direct to Sydney CBD in ~20 minutes.
- Buses: Extensive routes to Northern Beaches, Lane Cove, North Sydney, and beyond.

Opal Card Use: All transport uses Opal — a student Opal card offers discounted rates for eligible students. For more information about Opal, see <https://transportnsw.info/tickets-fares>.

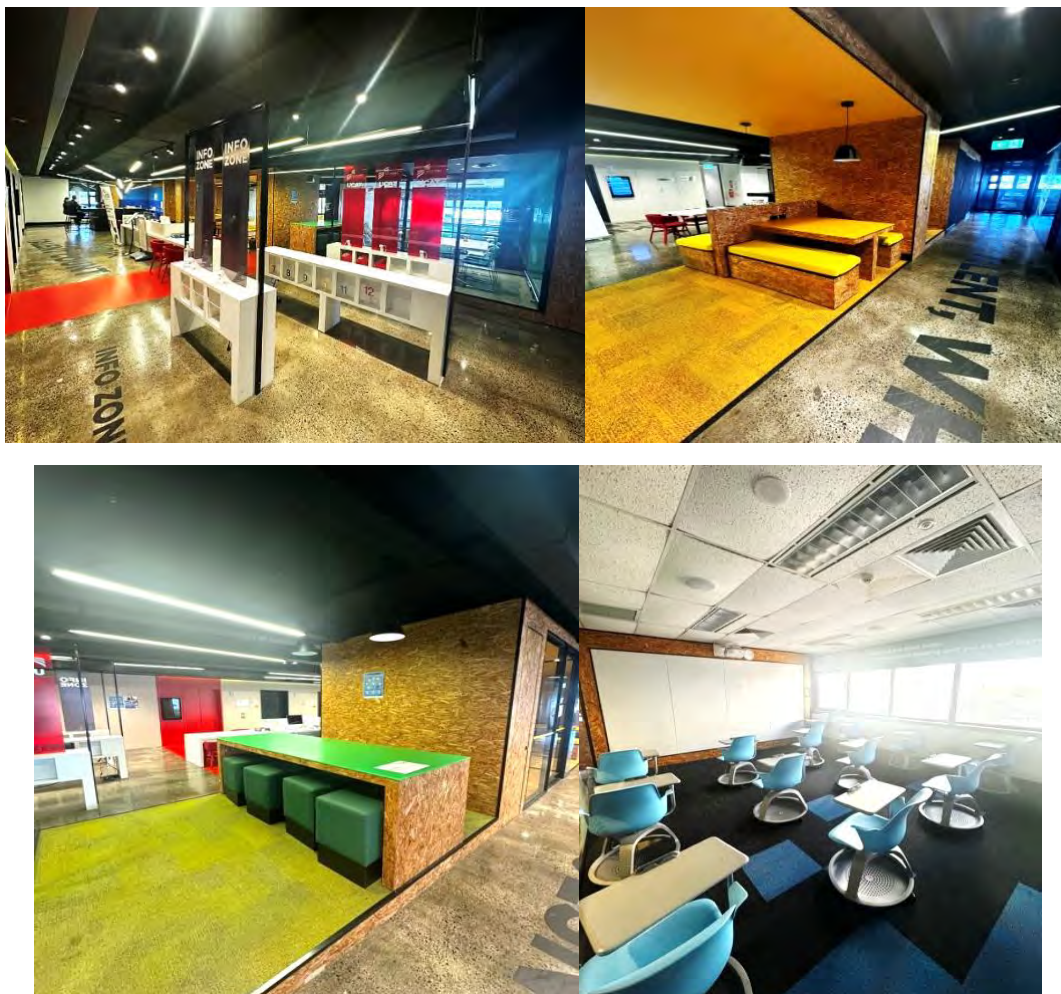
Study Support and Amenities

On campus these facilities are available:

- Wi-Fi, computer laboratory, quiet study areas
- Kitchen, break-out area

In the surrounding areas, the following facilities are available:

- Wi-Fi zones and study lounges in surrounding buildings.
- Chatswood Library at The Concourse offers quiet study spaces and printing.
- Local IT stores, stationery outlets and clinics all within walking distance.



 Shopping and Essentials

Close to campus there is Westfield and Chatswood Chase for groceries (including the supermarkets Coles, Woolworths and Aldi) as well as stores for clothing, electronics. Asian grocery stores are available: Miracle Supermarket and Tong Li. Pharmacies, banks, and post offices are all within 5-minute walk.

Key Contact Information

Nexus Institute

Address	Level 5 North Tower, 1-5 Railway St, Chatswood NSW 2067
Opening hours	Monday – Friday: 9:00 AM to 5:00 PM
Website	www.nexusedu.au
General enquiries, reception Monday to Friday, 8.30 am to 5.30 pm	Phone 1800 766 459 Email info@nexusedu.au
After hours emergency support	Phone 042467477
Student services	studentservices@nexusedu.au
Library	admin@nexusedu.au
IT support	ITHelpdesk@nexusedu.au

Important external phone numbers

Emergency (police, ambulance, fire)	000
Chatswood Police Station Address: 63 Archer Street, Chatswood	02 9414 8499
Non-Urgent Police Assistance	131 444
Report a Crime (Crime Stoppers)	1800 333 000
Rape and Crisis Centre	1800 424 017
Domestic Violence Impact Line	1800 943 539
Royal North Shore Hospital (nearest hospital with accident and emergency department) Address: Reserve Road, St Leonards	02 9926 7111
Chatswood Medical and Dental Centre, 270 Victoria Avenue, Chatswood	02 9413 2222 02 9413 2923
Epica Medical Centre, Suite 3, 9 Railway Street, Chatswood	02 9411 1588
Macquarie Heart Chatswood Clinic, 1-5 Railway Street, Chatswood	02 9411 3930
Translating and Interpreting Service (24 hours)	131 450
Lifeline Counselling Service (telephone counselling)	131 114
Beyond Blue	1300 22 4636
NSW International Student Legal Service https://rlc.org.au/do-you-need-legal-help	
Legal Aid (LawAccess NSW)	1300 888 529
Fair Work Ombudsman (work Infoline for workplace relations queries) https://www.fairwork.gov.au/pay-and-wages	131 394
Department of Home Affairs	131 881
<u>National Student Ombudsman</u>	1300 395 775

Key dates

Starting study at Nexus

In this section you will find information about the important dates in your study year, information about your enrolment, what to do if you have to delay or take a break from your study, what you will experience in your first weeks with us, and any deadlines that you need to note.

Indicative calendar for 2026

Trimester 1	
Enrolment	
Orientation	
Teaching Period Begins	Monday 2 March
Census date	Friday 27 March
Easter Vacation/ Intra Trimester Break	Friday 3 April - Sunday 12 April
Teaching Period Ends	Friday 29 May
Study Period	Monday 1 June - Friday 5 June
End-of-Subject Assessments Begin	Tuesday 9 June
End-of-Subject Assessments End	Friday 12 June
Inter Trimester Break	Monday 15 June - Friday 26 June
Trimester 2	
Enrolment	
Orientation	
Teaching Period Begins	Monday 29 June
Census date	Friday 24 July
Intra Trimester Break	Monday 17 August – Friday 21 August
Teaching Period Ends	Friday 25 September
Study Period	Monday 28 September - Friday 2 October
End-of-Unit Assessments Begin	Monday 5 October
End-of-Unit Assessments End	Friday 9 October
Inter Trimester Break	Monday 12 October - Friday 23 October
Trimester 3	
Enrolment	
Orientation	
Teaching Period Begins	Monday 26 October
Census date	Friday 20 November
Intra Trimester Break	Monday 21 December – Friday 1 January 2027
Teaching Period Ends	Friday 29 January
Study Period	Monday 1 February – Friday 5 February
End-of-Unit Assessments Begin	Monday 8 February
End-of-Unit Assessments End	Friday 12 February
Inter Trimester Break	Monday 15 February – Friday 27 February

Enrolment

Enrolment in individual subjects are open for four weeks before the start of teaching in each trimester. All new and continuing students must attend Nexus Institute during this period to enrol for the trimester. During this time you will enrol in the subjects that you will study during the next trimester.

You may apply to change subjects or withdraw from subjects of study during this enrolment period, following course advice and completion of the relevant documentation. Permission to change or withdraw may be dependent on course progression requirements and class availability.

Deferral and leave of absence

While we prefer that students complete their studies in the time expected, sometimes unexpected circumstances can arise that mean you may not be able to do so. You may request to defer their admission or to take leave of absence from your program. Applications for leave of absence must be submitted before the census date (see “census date” below). The maximum period of leave is usually 12 months. Approval for leave for a study period will only be approved if you are on track to complete your course within the allowed timeframe.

If you are an international student, you must gain approval for a temporary suspension of studies or risk cancellation of your CoE as your absence may breach your student visa conditions. Your leave of absence may impact your student visa, and you should check with the Department of Home Affairs on any potential impacts on your visa if you are planning on taking leave of absence from your course.

Orientation

Orientation sessions for new students are held in the week immediately before the beginning of each trimester. Attendance at orientation sessions is important as the sessions provide new students with information to help and advise you on how to make the most of your studies at Nexus Institute. Orientation sessions also provide information about Nexus Institute facilities, policies and procedures, classroom manners, attendance, progress, and other important information about services and support available to help in your studies at Nexus Institute.

Start of Classes

The first day of a trimester is an exciting time. Depending on your timetable, your classes may not start on the first day of the trimester but will be held during the first week. It is important to attend your first classes (as well as your other classes), as this is when your teachers will explain the assessments to you in detail and begin teaching you the theory of the subject.

Census Date

The ‘Census date’ is the official deadline for finalising enrolment and fees for each trimester. It is the last day to apply for a refund of tuition fees. If you are an international student, you should refer to the International Student Refund section in the Fees Policy regarding the financial implications of withdrawing before or after this date.

Study at other institutions

Credit and Recognition of Prior Learning

You may have previous studies or work experience that is applicable to your course, before you come to Nexus Institute. Nexus Institute will recognise this achievement and will grant credit for successful completion of prior formal, non-formal and/or informal learning that is relevant to your course learning objectives. There is more information in the ***Credit Transfer Policy***, available on the Institute website, on the arrangements regarding credit and recognition of prior learning, the procedures for applying for credit, and help to see if you may be eligible.

We take our assessment of applications for credit on the basis of recognition of prior learning very seriously and guarantee that each assessment will be:

- evidence-based, transparent, and equitable;
- applied consistently and fairly with decisions subject to review and appeal;
- defensible, based on your ability to meet the learning outcomes successfully and ensuring that the integrity of the course is maintained;
- decided in a timely manner so as not to disadvantage you;
- formally documented and recorded with reasons for the decision, irrespective of whether credit is granted or not;
- recognised if it is learning that is related to the learning outcomes of the qualification and current (acquired within the last five years).

If you are granted credit for prior learning, you will be allowed to use the credit to meet prerequisites or other specified requirements for entry into a program of study leading to a qualification or for the partial fulfillment of the requirements of a qualification.

In granting credit for prior formal, non-formal and/or informal learning, Nexus Institute will preserve the integrity of the qualification, ensure that course requirements and learning outcomes are demonstrated and that discipline requirements are maintained.

If you are in this situation and have not applied for credit as part of your application to Nexus, you should consult the ***Credit Transfer Policy*** and contact Student Services.

Students currently enrolled in one of our courses who are seeking to transfer to another course at Nexus Institute may also be eligible for credit for successfully completed units of study under that Policy.

Transfer from or to another institution

Sometimes students decide to come to us from another institution within Australia. While we hope that you will stay with us throughout your study, sometimes students also decide to transfer to another education institution. Whatever your situation, if you are an International student seeking to transfer between registered educational institutions, and you have not yet completed six months of your main course of study, you must seek approval from the institution who is teaching your

principal course of study. For example, if you wish to transfer to Nexus Institute from another institution, and you have not yet completed your first six months of your course at that institution, you will need to get approval from the institution to transfer to Nexus.

If you are an International student and you have already studied a minimum of six months of your principal course and wish to transfer between institutions, you do not need a letter of release from your first institution. Please see the ***Transfer between Providers Policy*** on the Nexus website for further details.

International students wishing to transfer to another educational institute from Nexus Institute within the first six months of their course will only be granted a release under the following conditions:

- The student seeks to transfer to a qualification at another institution at the same or a higher Australian Qualifications Framework (AQF) level of higher education;
- Another registered institution has provided a letter confirming that a valid enrolment offer has been made;
- the student has provided convincing evidence of benefits of enrolling in the alternate course and that this is not detrimental to their future studies and welfare.

Nexus Institute will also grant a transfer if other circumstances apply, such as:

- Nexus institute cannot satisfactorily resolve any personal difficulties or educational problems which the student has encountered. For example, if Nexus Institute is unable to offer a core subject or unable to provide any relevant subjects, a release will be granted; or if the student cannot attend Nexus Institute because of the student's medical conditions, a release will be granted.
- Nexus Institute fails to deliver the course as outlined in the written agreement with the student, or there is evidence that the student's reasonable expectations about Nexus Institute are not being met, confirmed by correspondence with Nexus Institute or marketing materials provided before the student's enrolment;
- There is evidence that the student was misled by Nexus Institute or by an education agent acting on behalf of Nexus Institute and that the course is unsuitable to the needs or study objectives of the student;
- The student will be reported for failing to achieve satisfactory academic progress at the level at which they are studying;
- There are compassionate or compelling circumstances that are beyond the student's control and which emerged after accepting the offer of enrolment from Nexus Institute;
- An appeal (internal or external) on another matter results in a decision or recommendation to release the student.

Nexus Institute will *not* grant a release in the following circumstances:

- Where the transfer is to a lower AQF level of qualification (except where this is covered by a Nexus Institute articulation agreement);
- Where Nexus institute considers that such a transfer can be detrimental to the future study plans or welfare of the student;

- Where Nexus Institute is able to arrange reasonable instruction for the student and the student is likely to succeed;
- Where the circumstances forming the basis of the request were known to the student before accepting the offer of enrolment at Nexus Institute and the student was given adequate information at the time of enrolment to make an informed decision to undertake the course;
- Where the student gave false or misleading information to Nexus Institute when applying to study or when requesting a release.

Our Educational Content

Our Graduate Attributes

The graduate attributes describe the qualities and skills that students develop through their studies at Nexus Institute.

1. Technical Knowledge

Comprehensive understanding of modern computing technologies and tools and their applications in business, including proficiency in programming, information management, system design, cyber security and strategic management.

2. Critical Thinking and Problem Solving

Ability to analyse complex business problems, evaluate alternative solutions and design and implement solutions.

3. Communication Skills

Effective communication, both orally and in writing, with diverse stakeholders, and ability to articulate technical concepts to non-technical audiences and collaborate in multidisciplinary teams.

4. Ethical and Professional Conduct

Adherence to high ethical standards in professional practice, valuing cultural diversity and recognising the social and ethical implications of using technology.

5. Lifelong Learning and Adaptability

Commitment to continuous learning and adaptability, staying abreast of emerging technologies and industry trends, identifying opportunities and leveraging computing technologies to drive innovation and business success.

6. Leadership and Teamwork

Skills to lead and collaborate with others in achieving sustainable development goals.

Our courses

Nexus Institute offers three courses, centering around the theories and application of information technology. We include industry-based content to ensure our courses are relevant to those seeking employment in the information technology industry.

Our courses are:

- Bachelor of Information Technology
- Diploma of Information Technology

In the following sections you will find information about each course, including the course description, learning outcomes, and admission criteria.

Some important terminology that will be used in this information:

Core subject: subject that must be completed by all students in the course

Specialisation: an area of focused interest within your wider course

Elective: a subject that may be chosen to complement the rest of your course.

Course Learning Outcome:

A course learning outcome is a broad statement that describes what you will be able to do by the time you finish an entire course. It outlines the key skills, knowledge, and abilities you'll develop across multiple subjects, helping to ensure you graduate with a well-rounded understanding of your field. Think of it as the big picture—it shows how all your subjects work together to prepare you for future careers or further study.

Bachelor of Information Technology

Summary

AQF level: 7	Application Dates: 2 March, 13 July, 9 November
CRICOS Course Code: TBA	Intake Dates: March, July, November
Course Duration: 3 years	Course Fee: \$60,000
Credit Points: 144	Mode of Delivery: On-Campus
Number of subjects: 24	Full-time study load: 4 subjects per trimester

Qualification awarded on completion: Bachelor of Information Technology (BIT).

Course description

The Bachelor of Information Technology course provides students with a solid grounding in the fundamental theories and applications of Information Technology, including programming, operating systems, project management, networking and cyber security and leads to advanced study of software engineering, testing and security and applications to artificial intelligence, database design, mobile technologies, internet of things and the cloud. A final year industry-based project brings everything together to solve a real-world problem in a project team.

By completing this course, students will acquire essential knowledge and skills in Information Technology, creating a solid base to continue their progression in the IT industry. Upon completion, students may choose to progress to higher-level courses such as a Master of Information Technology.

The award of the Bachelor of Information Technology requires satisfactory completion of 24 subjects, each of 6 credit points, including 13 core subjects, 7 specialisation subjects and 4 electives. The standard full-time study load is 8 subjects per year.

This course is designed as a 3-year full-time program delivered over 9 trimesters. Each trimester runs for 12 teaching weeks. Each subject has 3 class contact hours per week and students are expected to undertake a further 9.5 hours of self-directed study per subject per week.

The Bachelor of Information Technology has one built-in exit qualifications – the Diploma of Information Technology at the end of the first year.

Course Learning Outcomes

The Course Learning Outcomes for the Bachelor of Information Technology are:

CLO 1: Apply broad conceptual, theoretical and technical knowledge in information technology and its applications, including programming, data management, networking and cybersecurity, with in-depth expertise in specialised areas such as software development.

CLO 2: Critically analyse complex real-world organisational problems, designing and evaluating information technology solutions.

CLO 3: Exercise critical thinking and judgement to evaluate information, synthesise knowledge of information technology and propose ethical, research-driven solutions.

CLO 4: Communicate effectively with both technical and non-technical audiences to document and explain information technology ideas and applications.

CLO 5: Collaborate with team members to contribute to projects aimed at achieving sustainable development goals, fostering an inclusive and collaborative team environment.

CLO 6: Adapt to emerging technologies and commit to continuing professional development to stay current with industry trends.

CLO 7: Demonstrate ethical practice, responsibility, cultural empathy and autonomy in achieving sustainable development goals.

Admission criteria

We will use the below admission criteria to determine whether you are ready to enter the Bachelor of Information Technology.

Is this you?	We will be looking for:
Applicants with higher education study (bridging or enabling course)	A completed higher education qualification OR A minimum of four completed undergraduate subjects (equivalent to 24 Nexus Institute credit points)
Applicants with Vocational Education and Training study	A completed Certificate IV or above (or equivalent)
Applicants with work and life Experience must demonstrate ability to undertake study at this level	Evidence of two years' full-time work experience with at least two reference letters OR Formal or informal study demonstrating a reasonable prospect of success
Applicants with recent secondary education	Completed Australian Year 12 or equivalent ATAR 55 with English
Additional admission criteria for international students	IELTS 6 overall (or equivalent) with a minimum of 6 in writing and 5.5 in reading, listening and speaking
Special entry pathway (exceptional circumstances)	Each application will be considered on its merit, based on the evidence supplied by the applicant

Applicants whose study, work or life experiences have been impacted by disability/impairment, illness or family disruption will be given special consideration for admission	attesting to their circumstances. Applications must be submitted with supporting documentation for example, a medical practitioner's report.
Applicants with Indigenous Australian Background who provide 'Confirmation of Aboriginality or Torres Strait Islander Heritage'	Aboriginal or Torres Strait Islander applicants can apply for special consideration with either recent secondary education, VET study and/or work and life experience as described above.

In addition: All applicants being considered for Nexus courses must be over 18 years of age at the time that they commence the course for which they have applied.

Diploma of Information Technology

Summary

AQF level: 5	Application Dates: 2 March, 13 July, 9 November
CRICOS Course Code: TBA	Intake Dates: March, July, November
Course Duration: 1 year	Course Fee: \$20,000
Credit Points: 48	Mode of Delivery: On-Campus
Number of subjects: 8	Full-time study load: 4 subjects per trimester

Qualification Awarded on Completion: Diploma of Information Technology (DipIT)

Course description

The Diploma of Information Technology has been designed to provide students with foundational knowledge and skills of information technology fundamentals. The course will equip students with the knowledge and skills for entry-level and IT support roles in the information technology industry or as a pathway for further study at the Bachelor level for those students that do not meet the admission requirements for direct entry.

The Diploma of Information Technology is built into the Bachelor of Information Technology and has been designed as an exit qualification after completion of the first-year subjects. It equips students with the skills needed for paraprofessional roles in the information technology industry and further study at the Bachelor level for those students that do not meet the admission requirements.

The award of the Diploma of Information Technology requires satisfactory completion of eight (8) core subjects.

This course is designed as a 1-year full-time program delivered over 2 trimesters. Each trimester will run for 12 teaching weeks. Each subject will have 3 class contact hours per week and students are expected to undertake a further 9.5 hours of self-directed study per week, per subject.

Course Learning Outcomes

The Course Learning Outcomes for the Diploma of Information Technology are:

CLO1: Apply broad conceptual, theoretical and technical knowledge in information technology and its applications, including programming, data management, networking and cybersecurity.

CLO2: Analyse practical business problems and design and evaluate information technology solutions.

CLO3: Exercise critical thinking and judgement to evaluate information, synthesise knowledge of information technology and propose innovative solutions.

CLO4: Communicate effectively with both technical and non-technical audiences to document and explain information technology ideas and applications.

CLO5: Collaborate with team members and demonstrate ethical practice and responsibility in achieving quality outputs.

CLO6: Commit to continuing professional development to stay current with industry trends.

Admission criteria

We will use the below admission criteria to determine whether you are ready to enter the Diploma of Information Technology.

Is this you?	We will be looking for:
Applicants with higher education study (bridging or enabling course)	A completed higher education qualification OR A minimum of four completed undergraduate subjects (equivalent to 24 Nexus Institute credit points)
Applicants with Vocational Education and Training study	A completed Certificate IV or above (or equivalent)
Applicants with work and life Experience must demonstrate ability to undertake study at this level	Evidence of two years' full-time work experience with at least two reference letters OR Formal or informal study demonstrating a reasonable prospect of success
Applicants with recent secondary education	Completed Australian Year 12 or equivalent with English ATAR is not a requirement.
Additional admission criteria for international students	IELTS 6.0 overall (or equivalent) with a minimum of 5.5 in each band (reading, writing, listening and speaking)
Special entry pathway (exceptional circumstances)	Each application will be considered on its merit, based on the evidence supplied by the applicant attesting to their circumstances. Applications must

Applicants whose study, work or life experiences have been impacted by disability/impairment, illness or family disruption will be given special consideration for admission	be submitted with supporting documentation for example, a medical practitioner's report.
Applicants with Indigenous Australian Background who provide 'Confirmation of Aboriginality or Torres Strait Islander Heritage'	Aboriginal or Torres Strait Islander applicants can apply for special consideration with either recent secondary education, VET study and/or work and life experience as described above.

Course Structures

The following diagram shows the subjects of each of the courses offered. The colours are as follows:

	Core	Essential ICT subjects including the capstone project
	Specialisation	Essential software development specialisation subjects
	Elective	Subjects compatible with the course learning outcomes can be substituted

Year 1	ICT100 Society, Technology and Disruption <i>Includes social media, virtual reality and artificial intelligence</i>	ICT101 Computer Systems and Models <i>Includes computer architecture, systems analysis and data base design</i>	ICT102 Professional Communication and Ethics <i>Includes learning skills, digital literacy, oral and written communication and cross-cultural communication</i>	ICT105 Introduction to Programming
	ICT103 Data Communications and Networking	ICT106 Web Development <i>Prerequisite ICT105 Introduction to Programming</i>	ICT104 Principles of Data Analytics <i>Includes some statistics</i>	ICT108 Introduction to Cyber Security
Exit with a Diploma of Information Technology				
Year 2	ICT200 Software Engineering <i>Prerequisite ICT101 Computer Systems and Models Includes Software Development and Design</i>	ICT201 Data Structures and Algorithms <i>Prerequisite ICT105 Introduction to Programming</i>	ICT202 Programming for Real World Systems <i>Prerequisite ICT105 Introduction to Programming</i>	ICT207 Design Thinking, Innovation and Entrepreneurship <i>Prerequisite ICT100 Society, Technology and Disruption</i>
	ICT204 Project Management <i>Includes managing budgets and people, leadership and teamwork skills</i>	ICT203 Software Testing and Analysis <i>Prerequisite ICT200 Software Engineering</i>	ICT205 User Interface and User Experience Design <i>Prerequisite ICT200 Software Engineering</i>	ICT206 Artificial Intelligence and Machine Learning <i>Prerequisite ICT202 Programming for Real World Systems</i>
Year 3	ICT 300 Data Base Design and Management <i>Prerequisite ICT101 Computer Systems and Models and ICT201 Data Structure and Algorithms</i>	ICT302 Capstone Project 1 (WIL) <i>Prerequisite Completion of 16 subjects Co-requisite ICT300 Data Base Design and Management</i>	ICT301 Software Security <i>Prerequisite ICT202 Programming for Real World Systems and ICT203 Software Testing and Analysis</i>	ICT306 Cloud Computing and DevOPS <i>Prerequisite ICT200 Software Engineering and ICT202 Programming for Real World Systems</i>
	ICT303 Capstone Project 2 (WIL) <i>Prerequisite ICT303 Capstone Project 1</i>	ICT305 Mobile Application Development <i>Prerequisite ICT202 Programming for Real World Systems, ICT203 Software Testing and Analysis and ICT300 Data Base Design and Management</i>	ICT308 IoT Development <i>Prerequisite ICT202 Programming for Real World Systems and ICT205 User Interface and User Experience</i>	ICT304 Digital Transformation and Change Management
Exit with Bachelor of Information Technology				

Finances

Fees

Fees are payable for your tuition and pay for our costs in providing education to you – such as the staff wages, costs for our premises, support staff, and other costs. Paying your fees promptly helps us to provide the best education. Apart from the fees payable by all students, there are additional fees and charges in special circumstances. Please consult the **Fees Policy** on the Nexus website for details about tuition fees, other charges and refunds.

Fees contained in the table below are indicative only and may change during your studies. The Institute will give you reasonable notice. Fees are adjusted annually and may be increased during the period of a student's enrolment. Any fee increases will be effective from 1 January of each calendar year and will apply to all students enrolling in that year. You will be given notice about all fees payable. Fees are published on the Nexus Institute website by 1 October of the preceding year.

Tuition fees

The Institute's current fees for the Diploma and Bachelor of Information Technology as of the date of publication of this handbook are as follows. All fees are in Australian dollars.

Course	Number of subjects	Cost/subject	Total tuition fees
Diploma of Information Technology	8 subjects	\$2,500	\$20,000
Bachelor of Information Technology	24 subjects	\$2,500	\$60,000

It is important for you to note that the tuition fees only cover the cost of tuition, which does not include other expenses related to studying (such as textbooks) or living expenses. The tuition fees and other charges may vary from year to year and over the duration of the course.

Fees are payable each study period by the due date, which will be in your Letter of Offer or fees invoice.

You will incur a late payment fee if you do not pay your tuition fee by the due date. Non-payment of tuition fees can also result in a range of exclusions and even suspension or termination of your enrolment. Therefore, it is important to pay tuition fees by the due date.

In certain compassionate or compelling circumstance, the Institute may vary your payment due date or waive a late payment fee. Requests should be submitted in writing to the Executive Dean, identifying the compassionate or compelling circumstances and accompanied by supporting documentation, where possible.

Other fees and charges

Enrolment fee (international students only, non-refundable)	\$350
Revised CoE (international students only, each time)	\$200
Reinstatement of enrolment fee (international students only)	\$150
Overseas Student Health Cover	Varies according to course duration. International students are required to obtain OSHC for the proposed duration of their study
Late payment fee (non-refundable)	\$200
Late withdrawal fee (international students only)	\$150
Student ID replacement (non-refundable)	\$10
Issuance of interim transcript (non-refundable)	\$20
Replacement testamur	\$70 (plus postage)
Replacement academic transcript or AHEGS	\$20
Replacement completion letter	\$20
Graduation ceremony (non-refundable)	\$300
Credit transfer assessments once a Confirmation of Enrolment (CoE) is issued (international students only, non-refundable)	\$200
Credit transfer assessments after the census date (domestic students only, non-refundable)	\$150
Late fee for the late return of items on loan from the library (non-refundable)	\$1 per day
Library lost or damaged item	Cost price of item
Printing	\$0.10 per page
Airport transfer service	\$150 (one way)
Voluntary social/ networking event fees (non-refundable)	Various

If you are an International student, before your Confirmation of Enrolment is issued, you will be charged an Enrolment Fee, which will be set annually, as well as the first trimester fees. Nexus Institute will not accept your payment until you have signed the Acceptance of Offer, which is included in your Letter of Offer and Written Agreement. You may also have to pay non-tuition fees, depending on the situation. Some examples include fees for late enrolment, replacing your student ID card, or if you want to defer your enrolment. You can read more about this in the **Fees Policy**.

Overseas Student Health Cover (OSHC)

OSHC is a compulsory health insurance program for overseas students studying in Australia and lasts for the duration of their student visa. This program ensures that students have access to affordable health care and can be organized by Nexus Institute with the permission of the student.

Refunds

If you change your mind about studying at the Institute, you may receive a refund of the fees paid. The amount of your refund depends on the situation. Please consult the **Fees Policy** for full details.

The Institute will refund tuition fees according to the following principles.

Refunds to Domestic fee-paying students

If a domestic student makes a request to withdraw from a subject before the census date, any tuition fees paid for the subject will be refunded. A domestic student who makes a request to withdraw from a subject after the census date remains liable to pay the tuition fee.

In considering the possibility of a refund, Nexus Institute may take compassionate or compelling circumstances into account. The student must provide evidence of compassionate or compelling circumstances considered as beyond their control and accepted as unforeseeable by the student prior to enrolment which make it impracticable to complete the requirements for the subject. Supporting documentary evidence will be required. Such circumstances may include:

- Medical circumstances which may include illness or injury
- Compassionate circumstances which may include loss or bereavement, or significant disruption to domestic arrangements, hardship or trauma
- Sudden loss of income or employment
- Changes made by Nexus Institute to the course of study so that the student is disadvantaged by not being able to complete a subject in which they had enrolled and not receiving credit towards another subject.

Refunds will be sent to the student's bank account unless otherwise requested by the student in writing. Unless otherwise advised, refunds will be released by Nexus Institute within 28 days of the completed documentation being submitted.

Refunds to international fee-paying students

Requests for refunds should normally be made within 14 days of an event which qualifies the student for a refund. If a refund request is not received within 6 months of the event which qualifies the student for a refund, the student will forfeit the rights for a refund. A full refund of the unused portion of tuition fees paid in advance will be paid under the following circumstances:

- Nexus Institute is unable to deliver the course in full. As an alternative, Nexus Institute may offer a place in an alternative course at no additional cost, or
- Nexus Institute withdraws the offer of enrolment because the student cannot meet the conditions of the offer of admission, or
- the student's visa application is rejected or delayed by circumstances beyond the student's control, or
- the student provides written notice of withdrawal more than 14 days before the agreed start date of the course, or

- Nexus Institute withdraws an offer of enrolment which was based on incorrect or incomplete information provided by the student.

A full refund may also be granted in circumstances beyond the student's control if there are compassionate or compelling circumstances which:

- occur 14 calendar days or less prior to the commencement of the relevant study period, or
- occur more than 14 calendar days prior to the commencement of the relevant study period but worsen after that day, or
- occur more than 14 calendar days prior to the commencement of the relevant study period, but the full effect or magnitude does not become apparent until on or after that day, and
- make it impracticable for the student to complete the requirements of the subjects.

A partial refund will be paid if the student provides written notice of withdrawal before the agreed start date of the course but not more than 14 days before the agreed start date. The refund will be for the unused tuition fees less 30% of the full current study period fee retained to cover administrative costs.

In all other circumstances, students are liable for the full amount of the tuition fees for the study period even if they subsequently withdraw during the study period. A student excluded or suspended for misconduct will also remain liable for their tuition fees for the study period in question.

Overseas Student Health Cover (OSHC) will be refunded if the student is unable to complete the course, provided Nexus Institute has not disbursed funds to its nominated OSHC provider. If funds have been disbursed to the provider, the student will be responsible for contacting the provider directly to apply for their OSHC refund.

Deposits are non-refundable unless compelling or compassionate circumstances apply.

If a student has overpaid an invoice, the student will be able to elect to credit the overpayment towards the following study period or receive a refund of the value of the overpayment.

An international student who is subsequently granted permanent residency in Australia (other than a Permanent Humanitarian Visa) will be defined as a domestic student and is therefore eligible to pay domestic tuition fees. Permanent residency is recognised from the date of formal notification by a letter from DHA.

If the student is granted permanent residency and the student notifies Nexus Institute on or before the census date in a study period, it will take effect immediately and the student will be entitled to a re-credit of any difference between the tuition fees applied to domestic students and international students.

If the student is granted permanent residency after the census date in a study period or the student fails to notify Nexus Institute until after the census date, then the change to residency will take effect from the following study period.

Refunds will be reimbursed in Australian dollars and the payment sent to the student's home country bank account unless otherwise requested by the student in writing. If a currency other than Australian dollars is requested, the student will be expected to cover the exchange rate fees as charged by the bank of either party and this amount will be deducted from any refund. The exchange rate will be as per the rate offered on the day of transfer.

Unless otherwise advised, refunds will be released within 28 days of the completed documentation and Refund Request Form being submitted. Incomplete forms or forms without sufficient supporting documentation may cause processing delays. Refunds will be made using the original mode of payment which will be reimbursed into the nominated bank account provided on the Refund Request Form. If the fee was paid online, the refund will be reversed into the card that was used to pay online.

Rights and Obligations

Statement of Tuition Assurance

Tuition assurance for international students and domestic fee-paying students is provided through the Australian Government's Tuition Protection Service (TPS).

Tuition assurance protects students in the event a course provided by an approved provider ceases to be provided after it starts but before it is completed. In the unlikely event that this occurs and Nexus Institute ceases to provide a course after it starts but before it is completed, the student is entitled to a choice of:

- Either an offer of a place in a similar course of study with a second provider without any requirement to pay the second provider any student contribution or tuition fee for any replacement units (this is known as the 'Course Assurance Option');
- Or a refund of the student's up-front payments for any unit of study that the student commences but does not complete because Nexus Institute ceases to provide the course of study of which the unit forms part (this is known as the 'Tuition Fee Repayment Option').

Please refer to <https://www.education.gov.au/tps> for further information on tuition fee assurance by the Tuition Protection Service.

Your Rights and Obligations

All Nexus Institute students should familiarise themselves with the Institute's rules, policies, and procedures in relation to their course of study and expectations of conduct.

The rights and obligations of international students as stipulated by the Australian Government are outlined by the Education Services for Overseas Students Act 2000. Prior to enrolment, please consult the International Students Factsheet (www.education.gov.au/esos-framework/resources/international-students-factsheet).

ESOS refers to a legislative framework provided by the Australian Department of Education and sets out the regulations for the education and training sector when working with international students in Australia. This framework and the legislation under it protect the interests of international students through tuition and financial assurance, such as the Tuition Protection Service (TPS). Additionally, this framework creates rights, processes and provisions for international students to submit complaints and appeals in relevant circumstances. Students are also covered by Australian Consumer Law. Further information can be found on the ESOS website.

Student Support

Nexus Institute is committed to the success of its students. Nexus Institute seeks to proactively identify the needs of students and cohorts of students for academic and non-academic support and guide them to suitable customised services.

Nexus Institute has a range of policies and services to support students. Support is available for students at risk of failing to maintain satisfactory academic progress and for students who require additional non-academic support for mental health and wellbeing. Please see the Student Support Policy and the policies referred to there for further details.

Support Service	Description
Student Services	Professional support staff provide timely advice to students on enrolment, timetables, forms and information related to their study and course progress. Student Services assist students in making appointments for other support services, including academic staff and counsellors. Student Services provides advocacy and other support for students wishing to make a complaint or appeal a decision. Student Services offers referrals to assist with advice on visa conditions, including employment rights and conditions and avenues for resolving issues arising in relation to employment (e.g. Fair Work Ombudsman). Contact Student Services if you require legal advice, accommodation or welfare services, and our team will do our best to assist you.
Reception and Orientation Program	All new students arriving from outside Sydney will be provided with information prior to arrival about the local area and services, including assistance with accommodation options. International students will have access to an airport shuttle service that ensures students are transported to their accommodation and provided with tailored assistance upon arrival. All new students participate in an Orientation Program at the beginning of their first trimester in the week before commencement of teaching. Orientation covers the nature of the course, learning expectations and services available at Nexus Institute, as well as an introduction to academic learning and personal support services, rules and regulations of Nexus Institute, student life and the local area. This information will also be provided on the Nexus Institute website.
Study skills	Specialised support services include learning skills programs, English language development classes, numeracy support, counselling and career advice. Topics covered in the study skills program include time management, exam techniques, presentation techniques, research skills and referencing and academic misconduct. These services include support to students identified as being at risk of not meeting satisfactory course progression requirements. The services are provided free of charge to enrolled students.
Library	The Library is open from Monday to Friday, 9 am to 5 pm. The Library contains copies of prescribed texts and recommended references and computers for online access to research papers and readings. Library resources are also available online through the Library search platform. [link to be added] The Librarian is available for one-on-one consultation by appointment or by referral from academic staff and can assist students face to face or by phone or online. The Librarian provides advice and support on research skills, referencing and search techniques. Contact the Librarian on [link to be added] or make an appointment through Student Services.

Support Service	Description
Academic Staff	Academic advising is available to students throughout teaching periods including the exam weeks. All teachers must schedule one hour a week outside class time when they are available for regular and timely engagement with students to answer questions and provide academic advice. Academic staff are also available for individual student consultation by appointment. Contact academic staff through their Nexus email address or make an appointment through Student Services.
Learning Management System	The Learning Management System is the primary site for provision of course information and learning resources to students.
Technology support	All students have secure access to the internet and Nexus Institute network and learning systems via their student ID. You will be able to use your own laptop as a BYOD (bring your own device) arrangement or you can utilise computers available in the Nexus computer lab. Please see the Use of Information and Communications Technology Policy for details. Minimum technical requirements for students own laptop: Operating system Windows 10 or 11 or MacOS 14 or 15, processor Intel Core i5 or higher, memory 16 GB, hard disc 256 GB (SSD) (or equivalent)
IT Help Desk	The IT Help Desk is staffed during business hours.
Counselling Services	Professionally qualified counsellors provide a confidential service to assist students manage difficulties as they arise. The counsellors assist students with support in addressing a wide range of personal, academic, social and psychological issues that may impact on their wellbeing. Counsellors may refer students to external agencies for specialised support.
Policies and forms	Policies to assist and guide students are available on the Nexus website at https://www.nexusedu.au/policies-procedures/ together with useful forms.

Being a student at Nexus

Student ID Card

All students who enrol with Nexus Institute will be issued with a photo Student ID Card.

You need the Student ID Card when attending examinations and when registering for attendance in lectures and tutorials. You can use your Student ID Card to borrow books from the library or for printing and photocopying.

Students may also be able to present their Student ID Card to get concession fares on admission to sports venues, entertainment centres, cultural events, and tourist attractions. Domestic full-time students can use their Student ID Card to apply for concession fares on NSW public transport. International full-time students can apply for special International student tickets and fares with Transport NSW <http://www.transportnsw.info/international-students>.

Students who lose their Student ID Card will need to apply for a replacement card. The replacement fee for lost Student ID Cards is \$10.

Student contact details

Student personal and contact details held by Nexus Institute for administration purposes must be kept up to date.

On enrolment, all students are required to provide their current contact details to Nexus Institute. Please take time to check your contact details during enrolment to make sure the details are correct.

International students, as a condition of their visa, must provide their Australian residential address within seven working days after arrival. International students must also advise Nexus Institute of any changes to personal or contact details within seven working days.

Domestic students should also keep their personal and contact information up to date to avoid missing any important information that Nexus Institute may send out and to make sure all academic transcripts and other documents are produced correctly.

In particular, please advise Nexus Institute of any

- change of address
- change of telephone number(s)
- change of email address(es)
- change of marital status (may also include a change of name)
- change of visa status

Student Email Address

It is a condition of enrolment as a student of Nexus Institute to regularly check and use your Nexus student email address.

Your student email account will be used for all communication by Nexus staff and lecturers and to send information relating to your studies at Nexus Institute.

Failure to read or respond to emails sent by Nexus staff and lecturers CANNOT be used as an excuse for missing class changes, examinations, assessments, etc.

All Nexus students get a new email account from Nexus Institute at enrolment. Orientation includes training on how to access the Student Portal and email, logging in and password management, ICT etiquette and use of the Learning Management System.

Student representation

Students at Nexus Institute have opportunities to voice their views, suggestions and concerns and to participate in the governance of Nexus Institute. Nexus Institute recognises the role that active student participation has in fostering a vibrant learning community and promotes all forms of student participation including student representation on the Academic Board and active student clubs, committees and campus activities.

The Student Representative Council is the body comprising Nexus Institute students which aims to represent students, enhance student participation and facilitate the discussion and resolution of issues relating to students.

Please see the Student Representation Policy for details.

Student Code of Conduct

Nexus Institute is committed to creating a rewarding and safe learning environment that promotes academic excellence and social responsibility and enables students to reach their full potential.

Nexus Institute endeavours to provide an academic environment which fosters student participation and promotes student learning, where students are treated with respect and where students have good access to support for their success.

You have the right

- to be recognised as a member of the Nexus community, with all associated rights of access to Nexus student services and facilities
- to be treated fairly and ethically with respect and dignity
- to be supported, motivated, challenged and stimulated for the duration of your course of study
- to learn in a safe environment free of discrimination and harassment
- to be provided with guidance and instruction from knowledgeable and competent teachers who are motivated and accessible and who provide timely direction and feedback on performance
- to receive feedback on academic progress in a timely manner.

Nexus Institute welcomes student feedback. Students have the right to report any issues or grievances regarding both academic and non-academic matters without fear of victimisation. If you

have any problems, complaints, or grievances, please refer to the Complaints and Appeals Policy available on the Nexus website.

The Student Code of Conduct outlines the expectations and responsibilities of students in our community. By enrolling at Nexus Institute, students agree to abide by this Code of Conduct and contribute to a positive and respectful campus community. Upholding these principles ensures that all students can thrive academically and personally during their time at Nexus Institute.

- *Academic Integrity.* Students must maintain the highest standards of academic honesty and integrity, fully engage and actively participate in learning, contribute to all activities (in class, face-to-face, online) and submit assessment tasks on time. Plagiarism, cheating, falsification of documents and any form of academic dishonesty are strictly prohibited. There are severe consequences for academic dishonesty in any form. Nexus Institute will provide induction and ongoing guidance on good academic practices.
- *Respect for Others.* Students must treat all members of the Nexus Institute community with respect and courtesy. Discrimination, harassment, bullying, coarse language, or any form of offensive behaviour based on race, gender, religion, sexual orientation, disability or other protected categories will not be tolerated in class or online. In particular, there is zero tolerance for sexual misconduct. Diversity and differing viewpoints are valued and should be discussed constructively and respectfully.
- *Social Media.* Students must use social media responsibly and respect the privacy of others. Social media should not be used to make personal complaints about other students or staff.
- *Personal Conduct.* Students are expected to conduct themselves in a manner that reflects positively on Nexus Institute and its values. Behaviour that disrupts the learning environment or poses a threat to the safety of others will not be tolerated. Alcohol and any form of substance abuse on campus or during events sponsored by the Institute is strictly prohibited.
- *Respect for Property.* Students must respect and care for all Institute property, facilities, and equipment. Vandalism, theft, abuse or unauthorised use of Nexus Institute property is prohibited. This includes all software, software platforms and all activities online.
- *Compliance with Policies and Laws.* Students are required to adhere to all Institute policies, rules and regulations. Smoking is not permitted on campus. It is not permitted to bring drugs, alcohol or weapons onto the campus or be under the influence of drugs or alcohol. Unlawful behaviour on or off campus may result in disciplinary action by the Institute. This includes full compliance with all state, territory, federal and national laws and regulations.
- *Academic Progress.* Students are responsible for meeting the academic requirements of their programs. Attendance, participation and timely completion of all assignments and assessment tasks is expected. Support services, such as tutoring and counselling, are available to assist students in achieving their academic goals.
- *Student Organisations and Activities.* Students involved in clubs, organisations or extracurricular activities must adhere to the relevant guidelines and codes of conduct. Participation in such activities should contribute positively to the Institute community in both face-to-face and online settings.

Any alleged breaches of this Code will be dealt with in accordance with the Student Misconduct Policy or other relevant policies.

Intellectual property

The Intellectual Property Policy outlines the principles and procedures governing the creation, ownership, use and protection of intellectual property at Nexus Institute of Higher Education.

Nexus Institute does not assert ownership of Intellectual property created by students unless it consists of teaching materials, or makes more than incidental use of Institute resources, or has been jointly developed with Institute staff, or is the subject of an agreement between the Institute and another party (such as an agreement with an industry partner). Nexus Institute retains a perpetual royalty-free non-exclusive license to use and reproduce intellectual property created by students for educational and promotional purposes.

Rights to intellectual property created with industry partners will be covered in the specific agreements for projects recognising the contributions of the parties. This provision applies, for example, to projects involving work-integrated learning.

Academic integrity

Academic integrity is the commitment to, and demonstration of, honest and ethical behaviour in all academic activities, including teaching, learning, research and assessment. It involves maintaining the highest standards of honesty, truthfulness, and fairness in all academic endeavours.

Nexus Institute recognises the rapid development and uptake of AI and encourages students and staff to use AI tools responsibly. Use of AI tools must be documented and justified. Instructions on the use of AI tools will be included in each subject outline.

All commencing students are required to complete the Academic Integrity Module. Instructions and advice are provided as part of the orientation for new students. Completion of the Academic Integrity Module will be required in order to log in to the Learning Management System.

A self-paced online module to help students and staff understand what academic integrity is and how to achieve it.

Some strategies recommended good academic integrity include

- start assignments early so you don't feel the pressure to cheat
- talk to your lecturers or tutors to get support and advice if you are having problems
- use high quality sources of information and make sure you understand how to reference your sources accurately and record all bibliographic information
- make sure you clearly distinguish between your own ideas and the ideas of others
- know the difference between summarising, paraphrasing and quoting and using these techniques appropriately
- produce your work yourself, without asking or paying anyone else for assistance to do part or all of it
- don't share your work with others and don't leave your assignments lying around for others to read

- make sure you take your USB sticks etc. out of the computers in the library or the labs
- don't feel sorry for "friends" and let them "see your work – just to get some ideas".

Academic misconduct includes:

- *Plagiarism*: presenting someone else's work or ideas as one's own without proper acknowledgment
- *Recycling or resubmitting work*: submitting (or resubmitting) work that has already been assessed, without the lecturer's permission, also known as self-plagiarism. If a student wants to build on their previous work (including when repeating a subject), they should discuss this first with their lecturer and the work must be referenced appropriately.
- *Cheating*: using unauthorised aids, collaboration or assistance during examinations or assessments
- *Fabrication*: falsification or invention of data, research results, or any information presented as original work
- *Collusion (unauthorised collaboration)*: working with others without authorisation on assignments or assessments
- *Impersonation*: representing another person or engaging in any form of impersonation during examinations or assessments
- *Contract cheating*: engaging a third party to complete assignments, examinations or any academic work on behalf of the student
- *Unauthorised use of artificial intelligence*: employing artificial intelligence or automated tools to complete academic assignments without authorisation or proper acknowledgement.

Suspected cases of academic misconduct will be investigated in a fair and timely manner by designated academic integrity officers. Penalties for academic misconduct may range from a warning and opportunity to resubmit the assessment task, to receiving a failing grade on the assignment or examination, failing the course, academic probation, suspension or expulsion.

Please see the **Academic Integrity Policy** on the Nexus website for more details.

Misconduct

Students are expected to conduct themselves in a manner that upholds the values and standards of Nexus Institute. Students are required to familiarise themselves with and adhere to the Student Codes of Conduct.

Nexus Institute is committed to providing a safe and inclusive environment for all students and staff. Any form of misconduct, such as harassment, discrimination and disruptive behaviour will not be tolerated.

Nexus Institute will conduct fair and impartial investigations into allegations of misconduct, affording all parties involved an opportunity to be heard.

Consequences for proven misconduct may range from counselling and a warning for minor offences, to disciplinary probation, suspension, or expulsion for serious offences.

Nexus Institute will in every case endeavour to resolve issues by providing student support through various channels, including its complaints and appeals processes. However, exclusion or suspension from the Institute may be deemed a suitable penalty as per the Student Misconduct Policy for severe or repeated behaviour against the Institute's values. More serious offences include:

- Participating in or permitting illegal activity on campus premises.
- Unauthorised, inappropriate or unethical use of file-sharing sites and artificial intelligence tools.
- Sexual assault or sexual harassment.
- Serious inappropriate behaviour such as violence (or threats of), vandalism, vilification, harassment, etc.
- Threatening or endangering the life of another person or themselves.
- Theft.
- Behaviour that brings the Institution into disrepute.
- Any act or omission which leads to a conviction.
- Repeated offences where penalties have been given
- Failure to comply with a previously imposed penalty.

Bullying, Discrimination and Harassment

Nexus Institute is committed to creating a campus environment that is free from bullying, discrimination and harassment. The Institute will actively promote diversity, equity and inclusion and foster a culture of respect and tolerance among all members of its community.

Nexus Institute expects all staff and students to behave in a responsible and professional manner and to treat others with dignity and respect.

Any member of the Nexus Institute community who believes they have been a victim of bullying, discrimination or harassment, or who has witnessed such behaviour, should promptly report the incident. Please see the Bullying, Discrimination and Harassment Prevention Policy for detailed information.

Sexual Assault and Sexual Harassment

Nexus Institute affirms its commitment to fostering an environment that is free from sexual assault and sexual harassment and underscores its dedication to the principles of respect, care and inclusivity.

Nexus Institute has zero-tolerance policy for sexual assault or sexual harassment. Any individual found guilty will face stringent repercussions, potentially encompassing expulsion, termination and legal ramifications.

All staff and students should behave in a responsible and professional manner and treat others with dignity, courtesy and respect, avoid gossip and respect the confidentiality of complaint resolution procedures.

Nexus Institute encourages reporting of SASH incidents, no matter their nature or when they occurred. All staff and students have the right to raise sexual assault and sexual harassment issues or

to make an enquiry or complaint in a reasonable and respectful manner without being victimised. Anonymous reporting avenues are available.

Please see the Sexual Assault and Sexual Harassment Prevention Policy on the Nexus website for detailed information.

Complaints and Appeals

More detailed information on complaints and appeals can be found in the Student Complaints and Appeals Policy on the Nexus website. The information below is a summary of that policy.

Any current or prospective student of Nexus Institute who believes they have experienced incorrect, inappropriate or unfair treatment during their activities at Nexus Institute is entitled to access the complaints and appeals process set out in the policy, regardless of the location of the campus at which the matter has arisen, the student's place of residence or the mode in which they study.

The student has the right to raise a complaint or appeal and to have that matter considered with courtesy, in a timely fashion and without fear of prejudicial treatment.

Wherever possible, complaints and appeals should be resolved at the informal level with a minimum of formal procedures. An informal process, involving discussion between the student and a member of staff may be conducted in each case to try to resolve the issue prior to a formal complaint or appeal being lodged.

The second stage escalates the complaint to formal status and involves formal resolution. If the student is not satisfied with the outcome of the formal complaint the student can request an internal review by making an appeal.

Where the student is not satisfied with the outcome of the internal appeal, they may request that the matter be referred externally for external review. This may involve the National Students Ombudsman.

National Students Ombudsman

The National Student Ombudsman (NSO) is a free, impartial and independent service for students to escalate complaints about the actions of their higher education provider. The NSO can consider a range of issues including student safety and wellbeing, racism and racial vilification, discrimination, gender-based violence, course administration, and the fairness and effectiveness of student complaints processes. For complaints that students haven't been able to resolve or don't feel safe talking to Nexus Institute about, the NSO can help. The NSO will ask students if they have raised the matter with Nexus Institute but this is not mandatory. The NSO will work with students to consider the best resolution pathway. Find out more at <https://www.nso.gov.au/>.

Studying and progressing through your course

Good study habits

Effective study habits are foundational for academic achievement and personal development. Whether you're preparing for exams, building new skills, or expanding your knowledge, how you study directly impacts how well you retain and apply information. Successful learning isn't just about memorising facts; it's about understanding, processing, and applying knowledge in ways that make it stick.

Your study environment significantly impacts your ability to concentrate and retain information. Studying in a well-lit, quiet and organised space boosts focus and reduces distractions, allowing you to process information more effectively. Consistency is key to developing effective study habits. Effective studying begins with setting clear and realistic goals. Taking regular breaks is crucial for maintaining focus and preventing mental fatigue. Study groups provide a valuable opportunity to collaborate with peers and gain new perspectives on difficult material.

Area	Good Habits	Bad Habits
Study	• Taking notes during lectures • Reviewing material within 24 hours • Starting assignments early • Creating study schedules • Asking questions in class	• Cramming the night before • Skipping class notes • Waiting until deadline day • Studying while distracted • Staying silent when confused
Time Management	• Using a planner consistently • Setting specific study times • Breaking tasks into smaller parts • Arriving early to class • Regular schedule check-ins	• Procrastinating regularly • Working without breaks • Multitasking constantly • Running late to classes • No planning system
Health and Wellness	• Regular sleep schedule • Drinking water throughout day • Exercise/movement daily • Eating balanced meals • Taking study breaks	• All-nighters • Relying on energy drinks • Sitting all day • Skipping meals • Working until exhaustion
Technology Use	• Using website blockers • Setting app time limits • Taking phone-free breaks • Using productivity apps • Digital organization	• Phone always in hand • Social media while studying • Netflix during homework • Gaming during class • Endless web browsing
Organization	• Clean study space • Digital file management • Regular backpack cleanup • Updated calendar • Material preparation	• Cluttered workspace • Lost assignments • Messy backpack • Missing deadlines • Last-minute printing

Area	Good Habits	Bad Habits
Social and Communication	• Participating in class • Meeting with study groups • Emailing professors professionally • Setting boundaries • Asking for help when needed	• Hiding in back of class • Avoiding group work • Ignoring emails • Always saying yes • Struggling alone
Mental Attitude	• Growth mindset • Learning from mistakes • Setting realistic goals • Positive self-talk • Accepting feedback	• Fixed mindset • Giving up after failures • Perfectionism • Negative self-talk • Rejecting criticism
Resource Use	• Using office hours • Visiting Learning Skills Centre • Reading syllabus regularly • Using library resources • Joining study groups	• Never seeking help • Avoiding academic support • Ignoring syllabus • Not using resources • Studying alone always

Source: <https://www.explorepsychology.com/good-habits-for-students/>

Subject outlines

The Subject Outline is an important official document containing key information about the subject. Subject Outlines contain

- The Subject Learning Outcomes and how they contribute to the development of the graduate attributes of the course.
- The weekly timetable indicates topics covered each week, relevant readings and expected work.
- The assessment summary and all relevant assessment details links between the assessment item and subject learning outcomes, the weighting of each assessment item, the nature and extent of work required for each item and detailed marking criteria.
- The prescribed text and other relevant readings and sources such as journals and websites to support the subject.

Textbooks

Most subjects have a prescribed textbook as their focus of study. Often lectures and weekly content are based on this text, so you will greatly improve your understanding of the subject and do better in assessments and examinations if you have read and use the text every week.

Before, during and after class

The Subject Outline will tell you the topics to be covered each week. Find out what next week's topic is and read the chapter in the text.

During class, take notes, listen and ask questions if you are unsure about something, actively participate in the class.

After class, speak to or email your lecturer if you have any questions, complete any unfinished tutorial work. Review the topic and apply the theory to problems.

Attending class

Attending lectures and tutorials is an important part of student life. Full involvement in lectures and tutorials gives students an improved chance of success in their studies. Students who do not attend or attend class only occasionally tend to fail.

Attending class means you will be able to ask your lecturers/tutors questions about anything you don't understand. You will be given more detailed advice about how to complete assignments than is provided in the Subject Outline. You may also be given advice about the focus of examinations. Attending lectures and tutorials also means you meet and get to know the other students who can become new friends and can help you to learn (as you can also help them).

Regularly attending and participating in class shows that you are a serious and genuine student. Attendance at 80% of your classes is expected. Attendance at lectures and tutorials is recorded and, as part of its concern for students, Nexus Institute will contact any students who fall below the 80% attendance level.

Study load

The usual full-time study load is 4 subjects per trimester. This involves 3 hours of lectures, tutorials and practical classes per subject per week. In addition, you are expected to do an additional 9.5 hours of study per subject per week outside class to understand the subject content and manage the assessment.

Assessment and grading

Our courses have a mix of:

- Formative assessments, to help you identify if there are any gaps in your knowledge so that you can improve, and

- Summative assessments, to test whether you understand what you have been taught during the semester. Summative assessments tend to be a mid-semester test or end-of-year exam.
- Assessments may take the form of quizzes, exams, written reports, practical exercises, presentations or group projects.
- All assessments must be completed and submitted on time, as shown in the Subject Outlines. There are penalties for late submissions, unless you have applied for special consideration. Feedback on assessment tasks will be timely and informative to provide students with guidance on their performance and how they could improve on subsequent assessment tasks. Please see the **Assessment Policy** for more details.

At the end of each subject, you will be given a grade for the subject. This grade will equate to a number of Grade Points. Your Grade Point Average (GPA) for the trimester will be the average of these points.

Grade		Grade Points	Percentage or descriptor
HD	High Distinction	7	85-100.
D	Distinction	6	75-84; demonstrates learning outcomes for the subject at a very high standard.
C	Credit	5	65-74; demonstrates learning outcomes for the subject at good standard.
P	Pass	4	50-64; demonstrates learning outcomes for the subject at a satisfactory standard.
F	Fail	0	0-49; unsatisfactory performance not meeting the learning outcomes.
FA	Absent Fail	0	The student has not withdrawn and not submitted attempts at assessment tasks totalling 50% or more.
FW	Fail Withdrawn	0	The student has withdrawn from the subject after the census date.
W	Withdrawn (without academic and/or financial penalty)	NA	The student has withdrawn from the subject before the census date or has provided evidence of serious illness or misadventure after the census date.
S	Satisfactory	NA	Demonstrates achievement of the learning outcomes.
U	Unsatisfactory	NA	Has not demonstrated achievement of the learning outcomes.

Assessment extensions and supplementary assessment

A student who experiences difficulties in meeting submission deadlines because of compelling or compassionate circumstances, may apply for an extension or supplementary assessment. A request for an extension must be received by the Subject Coordinator in writing no later than one day after the due date for the assessment task. Relevant supporting documentation (such as a medical certificate or documentation of other serious circumstances outside the student's control) must be provided no later than three days after the due date. The Subject Coordinator will notify the student in writing whether an extension is granted. If an extension is granted, the Subject Coordinator will

inform the student about the extended due date and any other requirements that need to be met before submission. Unless there are exceptional circumstances, extensions beyond the end of the study period will not be approved.

Supplementary assessment provides an opportunity for students who have failed a subject, but who were close to passing, to undertake additional assessment to pass the subject. Whether supplementary assessment is offered will be determined by the Board of Examiners on the advice of the Subject Coordinator.

Review of assessment decision

Students may request a review of an assessment mark or a final grade in a subject if they believe the outcome is not a fair result in terms of the assessment criteria, or if they believe there has been an error in the marking. The outcome of a successful review of grade appeal may be either a change of grade or an opportunity for supplementary assessment.

Students should first discuss any concerns about their assessment marks with their lecturer for the subject. If the concerns are not resolved, the student may request a review of an assessment mark or a final grade by the Course Director.

Work Integrated Learning

Industry-sponsored projects are included in four subjects:

- ICT206 Artificial Intelligence and Machine Learning
- ICT207 Design Thinking, Innovation and Entrepreneurship
- ICT302 Capstone Project 1
- ICT 303 Capstone Project 2

The double subject ICT302 Capstone Project 1 and ICT303 Capstone Project 2 incorporates work integrated learning in the form of an applied development project. Students work together in teams of 3-4 students to initiate, plan and execute a complex IT project. The aim is to give students the opportunity to apply and extend the knowledge and skills acquired throughout the course to a real-world IT project, including careful planning, scope control and task management to ensure project success. Each project will be carried out for an industry client who will specify the requirements and provide feedback at various stages of project development.

The subject ICT206 Artificial Intelligence and Machine Learning incorporates work integrated learning as an applied research project. Students will work in small groups to identify a real-world problem that can be addressed using AI/ML techniques, develop a solution and critically evaluate its effectiveness.

The subject ICT207 Design Thinking, Innovation and Entrepreneurship incorporates work integrated learning as an applied research project. Students will work in small groups on real-world problems provided by local startups and Big Tech and pitch their final solution to a panel of stakeholders.

The involvement of the industry clients is governed by the Work Integrated Learning Policy. An agreement between Nexus Institute, the industry partner and the students formalises the roles and responsibilities of the academic supervisor, the industry client and the students. Teaching sessions

include induction to work integrated learning, project management and training on teamwork and presentation skills. Additional information is provided in the WIL Student Handbook and the WIL Partner Handbook on work health and safety (although only a few projects are expected to include a placement with the industry client).

Student progress and early intervention

Nexus Institute is committed to supporting students to succeed in their studies and complete their programs. All students must meet the requirements of their course and maintain satisfactory academic progress. Satisfactory academic progress means that a student engages actively in their subjects by attending classes, using learning resources, completing assessment tasks satisfactorily and on time, passing 50% or more of the subjects attempted in each trimester and not failing any core subject for a second time. This includes full participation in assessment tasks, group work, presentations, simulations and all other tasks set by the lecturer. Failure to fully engage with and participate in these tasks, could result in lower marks and unsatisfactory academic progress.

A student at academic risk is a student who fails to demonstrate satisfactory academic progress during or at the end of a trimester, or a student whose application for admission shows that they are likely to benefit from additional learning support. This may be because of results in previous studies or factors identified by the student or granting of credit for prior learning. Students-at-risk may be identified for early intervention in various ways:

- Admissions staff review applications for admission for factors warranting learning support and seek advice as required from the relevant Course Director
- Student support staff monitor attendance records and Learning Management System logs to identify students not engaging in their studies
- Academic staff report cases where students do not submit assessment tasks on time and do not engage with early assessment tasks.

Student support staff contact students identified as at-risk to arrange interviews, support programs and learning contracts. This includes setting targets for satisfactory progress and a review date. If the student's progress improves and reaches the target for satisfactory progress by the review date, the at-risk status may be reduced or removed.

Please see the Progress and Intervention Policy on the Nexus website for details of the ARMS (Academic Risk Management System) and the levels of support that are available.

Suspension and cancellation

Unsatisfactory academic progress arises when a student does not follow the terms of their learning contract, or does not complete assessment tasks satisfactorily, or does not pass 50% or more of the subjects attempted at the end of a study period after being identified as at academic risk, or fails a core subject three times, or has been found to have committed serious academic misconduct.

If the student cannot be contacted or does not follow the learning contract or does not demonstrate improvement by the review date, they may be asked to show cause to be allowed to continue their

course. For an international student, this will be notice of intention to cancel their CoE. A student who fails to show cause may be excluded.

Compassionate or compelling circumstances

Extenuating circumstances on compassionate/compelling grounds refer to situations where the student's wellbeing, study and/or academic progress is significantly impacted by factors beyond your control. Valid documentary evidence must be provided in support of these claims and can include signed personal statements. Additionally, if applicable, documentary evidence from independent professionals must be provided. This includes, but is not limited to, medical certificates and/or evidence of legal counsel. Compelling or compassionate grounds may include, but are not limited to:

- Severe illness, injury or medical condition which warrants a medical certificate, stating that you will not be able to attend classes, or
- Loss or bereavement of immediate family members and, where possible, the provision of a death certificate for supporting documentary evidence, or
- Emergencies within your home country, necessitating emergency travel, or
- Experience or involvement in a traumatic event, documented in police or psychological reports.

Student Safety, Security and Wellbeing

Safety and Security

Nexus Institute of Higher Education is committed to providing a safe and healthy environment for all members of its community.

Nexus Institute is committed to complying with all relevant health and safety legislation and standards. All members of the Nexus community are accountable for their roles in ensuring a safe environment. This includes reporting incidents promptly, adhering to safety guidelines, and contributing to the overall safety culture.

There are multiple channels for you to get support if you ever feel unsafe.

- On campus: contact Student Services Staff
- Off campus emergencies: 000 (police, fire or ambulance)
- Safety escort or to report something suspicious: contact Student Services Staff

If you require security services after-hours or on weekends, please contact Student Services to make an arrangement.

Report concerning behaviour that affects you or other students' wellbeing to Student Services. Concerning behaviour includes: assault, threats, sexual assault or sexual harassment, abuse through technology, emotional abuse, harassment, stalking, scams, racism, discrimination, bullying, self-harm and suicidal behaviour. Concerning behaviour and misconduct will be addressed as set out in the ***Student Misconduct Policy***.

Work Health and Safety (WHS)

Please consult the Work Health and Safety Policy for more information.

Nexus Institute will ensure that its premises and processes meet the Australian Work Health and Safety guidelines. Staff and students must take all practicable steps to ensure their own safety while at Nexus Institute premises. By providing a safe and supportive environment in which to work and study, Nexus Institute meets its duty of care to staff, students, and visitors.

First Aid officers and facilities will be in place for the immediate treatment of any illness or injury that might occur on the premises.

Nexus Institute will provide students, staff and affiliates with Health and Safety training modules to be completed within a designated time frame. Additional face-to-face training may be required for staff and affiliates in relation to specific information requirements for their job or work area.

Nexus Institute is a smoke-free environment. There are no assigned smoking areas within the Institute.

Where students, staff or affiliates refuse to abide by the Nexus Institute emergency and evacuation procedures this will be regarded as misbehaviour and subject to disciplinary action in accordance with the Staff Code of Conduct and the Student Code of Conduct.

Critical incidents and incident reporting

A critical incident is any event that poses a serious risk to the life, health or safety of an individual involved in the activities of Nexus Institute. This includes incidents where students, staff and others feel unsafe and under stress. Critical incidents include:

- Fatalities or serious injuries
- Natural disasters (for example, bushfires, floods, earthquakes).
- Man-made incidents (for example, murder, suicide, attempted suicide, assault, terrorist attacks, chemical spills, power outages, serious crime).
- Health emergencies (for example, pandemics, outbreaks, infectious diseases, a mental health emergency, a missing person).
- Safety threats (for example, violence, bomb threats, fire).
- Cybersecurity incidents (for example, data breaches, hacking).

The **Critical Incident Policy** outlines a coordinated, efficient and effective response to critical incidents. Nexus Institute will provide appropriate support to students, staff and others affected by a critical incident and resources to support the resumption of normal activities as soon as possible.

Health

If you require medical assistance, contact one of the following Sydney medical centres near campus:

- Chatswood Medical and Dental Centre

- Railway Street Medical Centre
- Macquarie Heart Chatswood Clinic.

If needed during the night, on a weekend or public holiday, you are able to access the National Home Doctor after-hours service. If you hold OSHC with Allianz, Medibank Private or Bupa you will not be charged a fee for the doctor home visit: Ph: 13 SICK (137425), <http://www.13sick.com/>

For a medical emergency, dial 000 and ask for an ambulance. [NSW Ambulance](#). Check your OSHC policy when you receive it to understand your ambulance cover, should you need it in a medical emergency.

Wellbeing

If you feel stressed or upset, please come and see us. If we can't help, we will refer you to a local counsellor. We will not charge you for the referral, but the counsellor may charge a fee.

You can also access free welfare services as follows:

- Lifeline: Lifeline Crisis and Suicide Prevention: Contact number: 13 11 14, Website: <https://www.lifeline.org.au/>
- Beyond Blue: Depression and Anxiety Support: Contact number: 1300 224 636, Website: <https://www.beyondblue.org.au/>
- Relationships Australia: Family and Relationship Support Services: Contact number: 1300 364 277 Website: <http://www.relationships.org.au/>
- 1800RESPECT: Sexual Assault, Family & Domestic Violence Counselling, Information and Support: Contact number: 1800 737 732, Website: <https://www.1800respect.org.au/>

The **Health, Safety and Wellbeing Policy** guides the Institute's approach to student wellbeing.

Statement of Fairness and Equity

Nexus Institute is committed to fostering an inclusive and diverse community that values and respects the contributions of all its members. The Equity and Diversity Policy aims to promote equity and diversity and create an environment where every individual can thrive and reach their full potential.

Nexus Institute aims to provide equal opportunities and fair treatment for all members of its community. The Institute strives to foster an inclusive environment that welcomes and respects diverse cultures, experiences and backgrounds, and to eliminate discrimination.

Nexus Institute will provide reasonable accommodation and support for students and staff with special needs, as well as resources that promote awareness, understanding and respect for diversity and equity. For further details, please see the Equity and Diversity Policy.

Admission criteria and admission procedures are described in the Admissions Policy and on the Nexus Institute website. To ensure that assessment is fair, valid and reliable, the Assessment Policy prescribes a criteria and standards approach so that students know the level of performance required for each assessment task and understand how their submission and performance will be evaluated. Marking criteria and standards of performance for each assessment task are described in

subject outlines. Admission and assessment requirements for students will be monitored to ensure that they encourage access, participation and progress in learning.

Nexus Institute expects all members of its community to treat each other with respect, dignity and consideration. Discrimination, harassment and any form of unfair treatment based on gender, ethnicity, language, cultural background, age, disability, religious beliefs, sexual orientation, socio-economic status and/or family responsibilities will not be tolerated.

Students with disabilities

Nexus Institute will ensure that students with disabilities are provided with appropriate and reasonable adjustments to enable access to written material and participation in all educational classes on the same basis as other students.

Nexus Institute acknowledges that information that is provided about a person's disability or health status is personal and private and will respect the confidentiality of all such information in accordance with the Privacy Policy.

To assist in the planning, provision of services and timing of implementation of adjustments, prospective or current students with disabilities are encouraged to identify any alternative requirements as soon as practicable. Students are not required to disclose their disability unless the disability or chronic health condition is likely to affect their capacity to meet the inherent requirements of the course. However, failure to declare specific requirements at the earliest opportunity may lead to a disruption of a student's study program, or a delay in providing suitable support.

Support and advice for students with a disability are available through the Student Services or Counselling staff.

Statement of Privacy

Nexus Institute is committed to protecting the privacy of personal information and complying with the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth). The **Privacy Policy** outlines the practices of Nexus Institute concerning the collection, use, disclosure and protection of personal information.

Nexus Institute will only collect personal information from individuals by fair and lawful means as is necessary for the functions of the Institute. Nexus Institute will only collect sensitive information where necessary and with consent. Nexus Institute will only use personal information for the purpose for which it was collected and will ensure that your personal information will not be disclosed to other parties except if required by law or other regulation, or with your express permission.

Nexus Institute is committed to ensuring the confidentiality, security and integrity of the personal information it collects, uses and discloses. Access to personal information is restricted to authorised persons who are the Institute's employees or contractors, on a need to know basis.

Individuals have the right to access or obtain a copy of the personal information that the Institute holds about them.

International students

Entry into Australia

A member of staff will meet students arriving at Sydney Airport and transfer you to your pre-arranged accommodation if you have requested the airport pickup service at the time of admission. We can also assist you with your immediate basic needs such as changing money, buying food and any other items, and longer-term requirements such as opening a bank account, city familiarisation and information on the local transport system.

Australian Immigration

When you first arrive in Australia you will be required to make your way through Australian Immigration (follow the signs for Arriving Passengers as you leave the plane). An Immigration Officer will ask to see your completed Incoming Passenger Card (given to you on the plane) along with your passport and student visa evidence. The Immigration Officer will check your documents and may ask you a few questions about your plans for your stay in Australia.

Bringing Goods

There are limits on goods that can be brought into Australia duty-free, currently AU\$900.00 is allowed for people aged 18 years and above. For people below 18 years, the concession is limited to AU\$450.00. Please refer to web link below.

Personal goods owned and used for more than 12 months prior to arrival are allowed in tax-free. Proof of the date of purchase and purchase price may be required.

You can bring your laptop computer and other similar electronic equipment for your personal use duty/tax free. Home Affairs must be satisfied that you will take these home with you on departure. If there is no intention to take your laptop with you on departure from Australia, any applicable Customs duty and GST may be payable. For further details, please refer to:

<https://immi.homeaffairs.gov.au/entering-and-leaving-australia/entering-australia/duty-free>

Accessing money

You should read this section carefully, and discuss the issues raised in this section with the bank or financial institution in your home country before you leave. All banks operate differently, and you should be aware of all fees, charges, ease of access to your funds, and safety of the way in which you will access those funds.

You can easily open a bank account in Australia. You will be required to provide sufficient identity documents to do so.

It is recommended that you have approximately AU\$3,000 to AU\$5,000 available for the first two to three weeks to pay for temporary accommodation and transport. Please note that visa conditions regarding evidence of savings also apply – refer to web link below.

Please note that although Australia is safe, it is not safe to bring large sums of money with you! Lost credit cards or traveller's cheques can be replaced, but very few travel insurance companies will replace lost or stolen cash. Do not ask someone you have just met to handle your cash for you or to take your cash to make payments for you - not even someone who may indicate they are studying at the same education institution.

For more information, please visit the Department of Home Affairs website: [Subclass 500 Student visa \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au/subclass-500-student-visa)

Studying in Australia

Many of our students will be studying in Australia for the first time. Nexus Institute will support you through all the services and programs outlined in this Student Handbook to adapt to the challenges of living and studying here.

Living in Sydney

Sydney, the capital of New South Wales, is located on the eastern coast of Australia. Filled with rich culture, numerous attractions and opportunities for adventure, Sydney offers a unique experience. Its pleasant weather, unbeatable lifestyle and close proximity to stunning beaches make it one of the most exceptional places in the world to study. Known for its iconic landmarks such as the Sydney Opera House and the Harbour Bridge, it's a vibrant and beautiful city.

According to the 2021 census, Sydney had a population of over 5.3 million people. Their median age was 36 years.

The average summer temperature ranges from 18.6°C to 25.8°C and the average winter temperature from 8.8°C to 17.0°C. In summer there are 12-14 hours of sunshine in Summer per day and in winter 9-11 hours per day. [See <https://weatherspark.com/y/144544/Average-Weather-in-Sydney-New-South-Wales-Australia-Year-Round>]

There are lots of things to do and see in Sydney! We hope you enjoy making the most of your time here.

- Visit the Sydney Opera House: An iconic symbol of Australia, the Sydney Opera House offers a variety of performing arts, including opera, theatre, music, and dance. You can also take a guided tour to learn about its unique architecture and history. [See <https://www.sydneyoperahouse.com/>]
- Explore the Royal Botanic Garden: Located near the Sydney Opera House, the Royal Botanic Garden is a serene oasis in the heart of the city. It features a variety of plant species, stunning views of Sydney Harbour, and the Calyx, a hub of horticultural exhibitions. [See <https://www.rbgsyd.nsw.gov.au/>]
- Climb the Sydney Harbour Bridge: For an adrenaline-filled adventure, join a guided climb up the Sydney Harbour Bridge. The climb offers breathtaking panoramic views of the city, the harbour and the surrounding areas. [See <https://www.bridgeclimb.com/>]

- Visit Taronga Zoo: With over 4,000 animals from 350 species, Taronga Zoo offers a fun-filled day for the whole family. It's also involved in various wildlife conservation efforts. [See <https://taronga.org.au/sydney-zoo>]
- Relax at Bondi Beach: Known for its beautiful golden sands, clear waters and excellent surf, Bondi Beach is a must-visit. After a swim or surf, enjoy a meal at one of the beachfront cafes or take a scenic walk along the Bondi to Coojee coastal trail. [See <https://www.sydney.com/destinations/sydney/sydney-east/bondi/beach-lifestyle>]

Accommodation options

Student Services staff will provide new students with information to help them organise accommodation prior to their arrival.

Options for accommodation include:

- Private rental, including student accommodation, and/or shared accommodation, and
- Homestay arrangements – living with an Australian family who provide accommodation and meals. This is sometimes a wise option if longer-term accommodation is taking a while to secure.

One of the first things we recommend you do to settle in quickly is find permanent accommodation. Below are some helpful links to point you in the right direction.

- <https://www.scape.com.au>
- <https://flatmates.com.au/sydney>
- <https://flatmates.com.au/student-accommodation/sydney>
- [Unilodge Student Accommodation Sydney](#)
- [Student.com Accommodation in Sydney](#)
- [Iglu Student Accommodation Sydney](#)

International students have the same rights as all Australians regarding renting. Contact Student Services if you are unsure about your rights.

The Tenants' Union of New South Wales provides a wide range of services and information for tenants, including rental advice. They offer factsheets, legal information and a tenants' advice and advocacy service for specific issues. You can visit their official website at Tenants' Union of NSW.

Another resource is the NSW Fair Trading, a government service that provides information and guides on renting and lease agreements in New South Wales. Their official website is NSW Fair Trading - Renting.

Please note that while these resources provide valuable information, they should not replace legal advice. If you have serious concerns or disputes, consider seeking advice from a legal professional.

Cost of living

It is important to have an idea of how much it will cost you to live in Sydney, given your accommodation and lifestyle choices. You can estimate how much you will need to live comfortably by using the online calculator [Cost of Living Calculator \(studyaustralia.gov.au\)](https://studyaustralia.gov.au/cost-of-living-calculator)

As per the [Change to evidence of financial capacity for Student visas | Study Australia](#) student visa applicants must have a minimum of \$24,505 in savings.

Please note that these are the general requirements and can vary based on your individual circumstances, country of origin and length of stay. For the most accurate information, please visit the official [Australian Government Department of Home Affairs website](#).

Be aware that to bring school-aged dependants with you when you study in Australia, you will need to arrange for them to attend school.

In New South Wales (NSW), school fees apply to most dependants of temporary residents. There are some exceptions. You can find more information by visiting this NSW Government website: [NSW DE International Education | NSW DE International Education](#).

Overseas Student Health Cover (OSHC)

Student visa holders must have Overseas Student Health Cover (OSHC) during their stay in Australia because it covers your visits to doctors and, depending on your level of cover, hospital treatment, ambulance and medicines. You can find out more about OSHC, who it's for and what it covers, by visiting the Australian government website:

<https://www.studyaustralia.gov.au/english/live/insurance>

Students from Norway, Sweden and Belgium are exempt from requiring purchasing OSHC due to agreements between Australia and those countries' governments. [See

[https://www.health.gov.au/resources/publications/overseas-student-health-cover-oshc-explanatory-guidelines-for-consumers#:~:text=Home-,Overseas%20Student%20Health%20Cover%20\(OSHC\)%20%E2%80%93%20Explanatory%20guidelines%20for%20consumers,to%2030%20June%202022%20deed](https://www.health.gov.au/resources/publications/overseas-student-health-cover-oshc-explanatory-guidelines-for-consumers#:~:text=Home-,Overseas%20Student%20Health%20Cover%20(OSHC)%20%E2%80%93%20Explanatory%20guidelines%20for%20consumers,to%2030%20June%202022%20deed)]

If you have problems arranging OSHC, contact Student Services. Staff there will try their best to help you.

Transport

Sydney has an extensive public transportation system, which includes buses, trains, ferries and trams. The following weblinks and information will help you get about:

- [Transport NSW](#): This is the main site for all transport information in New South Wales, including trains, buses, ferries, and light rail in Sydney.
- [Opal Card](#): This site provides information about the Opal card, which is the payment method for public transport in Sydney.
- [Sydney Trains Network](#): This site provides information specifically about the train network in Sydney.

- [Sydney Ferries](#): This page provides information about the ferry services in Sydney.
- [Sydney Buses](#): This page provides information about the bus services in Sydney.
- [Trip Planner](#): This tool helps you plan your journey by public transport.
- [Sydney Light Rail](#): This page provides information about the light rail services in Sydney.

Any other questions?

If you have any further questions about Nexus Institute or your course, we would be happy to answer them. Please let us know how we can help, by contacting us

