

COLLARTS

International Student Guide 2021

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Welcome

Collarts warmly welcomes our international students to Melbourne.

At Collarts the whole student experience is important. Travelling overseas to study can be a daunting experience. The College provides support to assist overseas students in adjusting to study and life in a new environment. Following your arrival in Melbourne, each overseas student is required make an appointment to meet with their Program Leader. The purpose of this appointment is to undertake a personal orientation program, which includes outlining the range of free academic and personal support services available at the College. In addition, each faculty also has its own orientation sessions.

Orientation sessions are held the week before the start of your first trimester. Student attendance at orientation is compulsory. The aim of orientation is to give students time to prepare for their year at Collarts. During the orientation lecture, students meet their Program Leader. All students are provided with a general overview of their course including learning outcomes and assessments. Students are also provided with information on how to access timetables, student guides, handbooks and study resources. Students are advised on how to make appointments with the Program Leader to discuss academic issues and, the Registrar to discuss enrolment, finances, health cover and any personal issues, concerns or queries about transitioning to life and study in a new environment.

About this Guide

This *Guide* is specifically for international students to give you some important information about living and studying in Melbourne and should be read in conjunction with the *Student Handbook* which outlines Collarts' policies and procedures and is applicable to all students, domestic and international.

An online resource that may help you find information in relation to living and studying in Australia is *Study Melbourne* at <https://www.studymelbourne.vic.gov.au>. The *Study Melbourne* website is published by the State Government of Victoria and is designed to provide information and advice about living, working and studying in Melbourne and Victoria.

Studying at Collarts

Our courses are internationally recognised in all countries that Australian educational credentials are accepted.

When studying at Collarts, international students receive

- Internationally recognised qualifications
- Language and study support
- Access to student support services
- Quality premises close to the Melbourne CBD.

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Contact and Campuses

Telephone: +613 9281 8898

Toll free: 1300 818 777

Email: info@collarts.edu.au

Website: <https://www.collarts.edu.au>

Collarts Campuses:

208 Wellington Street
Collingwood VIC 3066
Australia

67-69 Cromwell Street
Collingwood VIC 3066
Australia

2/156 George Street
Fitzroy VIC 3056
Australia VIC 3065

209 Brunswick Street
Fitzroy VIC 3065
Australia

Key Terms & Acronyms

DHA means the Department of Home Affairs, the Commonwealth department whose portfolio includes managing migration, humanitarian and citizenship policy and programs such as student visas

CoE means Confirmation of Enrolment

IELTS means International English Language Testing System

OSHC refers to Overseas Students Health Cover

RPE refers to Recognition of Prior Experience

RPL refers to Recognition of Prior Learning

TOEFL means Test of English as a Foreign Language.

Academic Calendar 2021

| Trimester 1 2021 | |
|-------------------------|--|
| Orientation Week | 25 – 29 January |
| Teaching Period | 1 February – 23 April |
| Census Date | 19 February |
| Exam Period | 26 April – 3 May |
| Public Holidays | Labour Day (Victoria): 8 March Good Friday: 2 April Easter Monday: 5 April |
| Trimester 2 2021 | |
| Orientation Week | 17–21 May |
| Teaching Period | 24 May –13 August |
| Census Date | 11 June |
| Exam Period | 16 – 23 August |
| Public Holidays | Queen’s Birthday: 14 June |
| Trimester 3 2021 | |
| Orientation Week | 6 – 10 September |
| Teaching Period | 13 September – 3 December |
| Census Date | 1 October |
| Exam Period | 6 December – 10 December |
| Public Holidays | Friday before AFL Grand Final (Victoria) (TBC) 24 September Melbourne Cup (Victoria) 3 November |

Enrolling at Collarts

CRICOS

CRICOS Provider Number 03392K Australian College of the Arts Pty Limited

International students must meet the minimum admission criteria to be accepted to study at Collarts. Enrolment will only be finalised when the student is in possession of a valid student visa.

Collarts complies to the *ESOS Act, National Code 2018* and *Tuition Protection Service (TPS)* and offers the following accredited courses to International Students:

| Diploma courses | CRICOS Code | Accelerated 2 Trimesters Standard 3 Trimesters | Expected Duration Weeks |
|--|-------------|---|-------------------------|
| Diploma of Animation and VFX | 0101950 | 3 trimesters | 52 |
| | 104513K | 4 trimesters | 78 |
| Diploma of Applied Business (Entertainment Management) | 099683E | 2 trimesters | 40 |
| | 10437r6C | 3 trimesters | 52 |
| Diploma of Applied Business (Fashion Marketing) | 096729J | 2 trimesters | 40 |
| | 104388K | 3 trimesters | 52 |
| Diploma of Arts (Audio Production) | 088016J | 2 trimesters | 40 |
| | 104401G | 3 trimesters | 52 |
| Diploma of Arts (Digital & Social Media) | 095134M | 2 trimesters | 40 |
| | 104416M | 3 trimesters | 52 |
| Diploma of Arts (Interior Design) | 098440K | 2 trimesters | 40 |
| | 104425K | 3 trimesters | 52 |
| Diploma of Arts (Music) | 088017G | 2 trimesters | 40 |
| | 104429F | 3 trimesters | 52 |
| Diploma of Arts (Music Production) | 095135K | 2 trimesters | 40 |
| | 104438E | 3 trimesters | 52 |
| Diploma of Design (Fashion and Sustainability) | 0101952 | 2 trimesters | 40 |
| | 104447D | 3 trimesters | 52 |
| Diploma of Dramatic Arts (Comedy) | 0100338 | 2 trimesters | 40 |
| | 104456C | 3 trimesters | 52 |
| Diploma of Entertainment Journalism | 095136J | 3 trimesters | 52 |
| Diploma of Screen and Media | 0101954 | 2 trimesters | 40 |
| | 104469J | 3 trimesters | 52 |

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| Bachelor degree courses | CRICOS Code | Accelerated 2 Years Standard 3 Years | Expected Duration Weeks |
|---|--------------------|---|--------------------------------|
| Bachelor of Animation & VFX | 0101949 | 2 years | 104 |
| | 104482A | 3 years | 156 |
| Bachelor of Applied Business (Entertainment Management) | 097890C | 2 years | 104 |
| | 104496F | 3 years | 156 |
| Bachelor of Applied Business (Fashion Marketing) | 096728K | 2 years | 104 |
| | 104500D | 3 years | 156 |
| Bachelor of Arts (Audio Production) | 084559K | 2 years | 104 |
| | 104501C | 3 years | 156 |
| Bachelor of Arts (Digital & Social Media) | 095132B | 2 years | 104 |
| | 104502B | 3 years | 156 |
| Bachelor of Arts (Interior Design) | 098439C | 2 years | 104 |
| | 104503A | 3 years | 156 |
| Bachelor of Arts (Music) | 084558M | 2 years | 104 |
| | 104504M | 3 years | 156 |
| Bachelor of Arts (Music Production) | 095133A | 2 years | 104 |
| | 104505K | 3 years | 156 |
| Bachelor of Design (Fashion and Sustainability) | 0101951 | 2 years | 104 |
| | 104506J | 3 years | 156 |
| Bachelor of Dramatic Arts (Comedy) | 0100339 | 2 years | 104 |
| | 104507H | 3 years | 156 |
| Bachelor of Screen and Media | 0101953 | 2 years | 104 |
| | 104508G | 3 years | 156 |

| Double degree courses | CRICOS Code | Accelerated 3 Years Mixed 4 Years Standard 4.5 Years | Expected Duration Weeks |
|---|--------------------|---|--------------------------------|
| Bachelor of Arts (Audio Production) / Bachelor of Applied Business (Entertainment Management) | 096473F | 3 years | 156 |
| | 104509F | 4 years | 208 |
| | 104510B | 4.5 years | 234 |
| Bachelor of Arts (Music) / Bachelor of Applied Business (Entertainment Management) | 096472G | 3 years | 156 |
| | 104511A | 4 years | 208 |
| | 104512M | 4.5 years | 234 |

Criteria for Admission

1. An international student applicant must be at least 18 years of age at the time of commencement of study.
2. The minimum entry requirement is one of the following:
 - Completion of an Australian Year 12 Senior Secondary Certificate of Education or overseas equivalent
 - International Baccalaureate
 - Completed Australian AQF (Australian Qualifications Framework) Certificate IV
 - Completed Foundation year at any Australian Higher Education Provider
 - Completed one full-time semester at any Australian Higher Education Provider
 - Completed one full-time year at an overseas Higher Education Provider
3. All applicants are required to complete the Collarts Online Application Form and certified copies of academic transcripts should be included in your application.
4. To be accepted to a course of study at Collarts, an international student must meet the minimum English proficiency requirements (see section English Language Proficiency below). Applicants who do not meet the minimum English Proficiency levels can take an intensive English course to gain the required level of proficiency at one of Collarts' pathway provider partners.
5. All applicants must participate in a short informal interview to ensure the applicant clearly understands the nature of the program and the commitment they are making, and that any questions are addressed. Where the applicant has not yet arrived in Australia, the interview can take place via video conference or telephone.

It is an admission requirement to the Bachelor of Arts (Music) and Diploma of Arts (Music) courses of study that applicants participate in an audition to determine musicianship skills and experience. Where the applicant has not yet arrived in Australia, the audition can take place via video conference or a recording uploaded to YouTube (or similar). Where a recording is uploaded, a phone or video conference call is also required to complete the interview.

It is an admission requirement to the Bachelor of Applied Business (Entertainment Management) and Diploma of Applied Business (Entertainment Management) courses of study that applicants are required to submit a written statement of 300 words outlining their reasons for undertaking this course of study, and how their study, experience and skills will support their potential to succeed in their studies.

6. All applicants must satisfy additional course specific admission requirements where relevant. Refer to the Collarts' website for further details.

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English Language Proficiency

An international student whose first language is not English should be able to speak and write English to a level sufficient to cope with the requirements of tertiary study. To be accepted to a course of study at Collarts, an international applicant must provide evidence of English Language Proficiency at one of the following minimum levels (or equivalent):

- Completion of an accepted English Proficiency Assessment as per the table
- Completion of a one year of full-time university study in an English-speaking country or where the language of instruction was English
- Completion of one year of full-time study in a higher education provider program in Australia where the minimum entry requirement was evidenced to be an overall IELTS band score of not less than 5.5 (or equivalent)
- Completion of the final two years of senior high school in an English-speaking country or where the language of instruction was in English
- Completion of an accepted secondary qualification as per the *Admissions Policy for International Students*
- Completion of a pathway provider course as per the *Admissions Policy for International Students*

| Undergraduate Program | Minimum English Proficiency Assessment Scores | | | | | | |
|--|---|---------------------|------------------------|-----------------|--------------|---|----------|
| | IELTS Band Score | Cambridge CAE Above | Pearson Academic Range | TOEFL iBT Range | GCE A-Levels | IB (International Baccalaureate) Language A | |
| | | | | | | Higher | Standard |
| Entertainment Journalism | 6.5 | 176 | 59-64 | 79-93 | B/C | 4 | 5 |
| Animation and VFX Audio Production Digital and Social Media Dramatic Arts Entertainment Management Fashion Marketing Fashion and Sustainability Interior Design Music Music Production Photography Screen and Media | 6.0 | 169 | 51-58 | 60-78 | D | 3 | 4 |

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Student Visa & Enrolment Process

Payment of your initial tuition fees is required prior to the processing of enrolment. Tuition fees for each subsequent trimester are due two weeks prior to the commencement of the trimester i.e. Trimester 2 fees are due two weeks before the commencement date for Trimester 2, etc.

Australian Government regulations require all international students to have Overseas Students Health Cover (OSHC) for their period of time in Australia. A student visa will not be granted until evidence that you have Overseas Students Health Cover has been provided to DHA. Information around OSHC can be found on the [Department of Health website](#).

A signed *International Student Acceptance Agreement* and payment of the Initial Tuition Fee must be received by Collarts prior to the Registrar issuing a *Confirmation of Enrolment (CoE)*. The COE is required for the application of a student visa with the Department of Home Affairs (DHA). All international students must be in possession of the appropriate student visa as issued by DHA and have provided a copy to Student Services for the student file.

Course Credit

Students can apply for course credit if they have suitable prior learning or experience—Recognition of Prior Learning (RPL) and Recognition of Prior Experience (RPE). Where an application for course credit for a unit is successful, the student is exempt from attending and completing that particular unit in order to complete the qualification.

If gaining course credit will affect the duration of your course, it will also affect the duration of your visa. International students should be aware that receiving RPL may affect the course cost, course duration and your student visa. Any changes will be reported to DHA via PRISMS.

Full details of the College's RPL and RPE Policies are outlined in the *Admissions Policy for International Students* and the *Course Credit for Recognition of Prior Learning Policy* provided in the *Student Handbook*, which can be accessed via the College website.

International Student Admission Procedure

1. Application Form

All course information including course duration and content fees and terms and conditions, will be issued to the student upon enquiry. International students can complete their application online via the International Students' section of our website or a copy of the form can be sent by email or post.

2. Review and assessment of completed application form against admission criteria

a) Confirm that supporting documentation has been provided

All sections of the application are required to be completed and any RPL or RPE applications signed. The applicant must provide the following documentary evidence:

- Certified evidence of English proficiency or enrolment in a recognised ELICOS course
- Certified evidence of previously attained qualifications
- Evidence of experience

The application is reviewed and assessed against the 'Criteria for Admission' as outlined in this policy. Applications are not processed without the appropriate supporting documentation.

All attachments should be copies of originals as certified by a Justice of the Peace (JP). Any international documentation should be translated to English. Where original documentation is presented with the application, the International Recruitment Coordinator will take copies of the documentation and witness them as being true copies of originals presented. The original documentation will be returned to the applicant.

Application forms are not accepted without the appropriate supporting documentation.

b) Academic qualifications and credentials are verified

The minimum entry requirement is the completion of the overseas equivalent to an Australian Senior Secondary Certificate, completed at the end of Year 12 in Australian secondary schools. As part of the assessment process, academic qualifications and credentials must be verified using:

- Higher Education Providers – <https://teqsa.gov.au/national-register>
- RTO & VET Qualifications – <https://training.gov.au>
- International Baccalaureates – <https://ibo.org>
- International Qualifications – <https://internationaleducation.gov.au>

c) Establish English Language Proficiency levels

All students must be sufficiently competent in the English language to participate effectively in their course of study and produce a certified copy of their English Language Proficiency scores with their application. These documents will be verified by

the Registrar. The English entry requirements must be met by all international students prior to admission to any course of study at Collarts. If the applicant cannot produce a satisfactory IELTS or equivalent score they will be contacted by Collarts to discuss their application.

d) RPL or RPE Applications for International Students

- Application by RPL: Evidence for recognition of prior learning is reviewed

In accordance with the *Course Credit for Recognition of Prior Learning Policy*, and the procedures contained within, any applications for admission and course credit by RPL must be approved by the Program Leader. Where an application for admission to Collarts is accompanied by an *Application for RPL*, both applications are to be forwarded to the respective Program Leader for assessment.

Once a decision is made by the Program Leader, both applications will be returned to the recruitment team to continue with the process for admission at Step 3.

- Application by RPE: Evidence for prior work or life experience is reviewed

In accordance with the *Course Credit for Recognition of Prior Learning Policy*, and the procedures contained within, any applications for admission and course credit by RPE must be approved by the Program Leader. Where an application for admission to Collarts is accompanied by an *Application for RPE*, both applications are to be forwarded to the respective Program Leader for assessment.

Once a decision is made by the Program Leader, both applications will be returned to the recruitment team to continue with the process for admission at Step 3.

3. Participation in Audition and/or Interview

An interview is required with all international students to ensure they clearly understand the nature of the program and the commitment they are making. Any questions should be addressed, and the applicant's English language proficiency noted. The recruitment team will contact the applicant to organise a mutually convenient time.

In addition to the interview, applicants to the Bachelor of Arts (Music) and Diploma of Arts (Music) courses of study must participate in an audition as an assessment of musicianship skills. The recruitment team will contact the applicant to organise a mutually convenient time and run through the requirements as outlined in this policy.

It is an admission requirement to the Bachelor of Applied Business (Entertainment Management) and Diploma of Applied Business (Entertainment Management) courses of study that applicants are required to submit a written statement of 300 words outlining their reasons for undertaking this course of study, and how their study, experience and skills will support their potential to succeed in their studies.

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It is an admission requirement to the Bachelor of Dramatic Arts (Comedy) and Diploma of Dramatic Arts (Comedy) courses of study that applicants will be required to present a short comedic performance piece (a stand-up routine, song, or monologue), and submit a writing or video sample.

4. Letter of Offer & International Student Acceptance Agreement

After review and assessment of the application form against admission criteria, the successful completion of an interview/audition, the recruitment team will send a *Letter of Offer, International Student Acceptance Agreement*, with references and links to the *Student Handbook* and *International Student Guide*, within two weeks of receipt of their completed application.

Once the *International Student Acceptance Agreement* has been signed and returned. Collarts will issue an invoice for payment of the initial tuition fee. Applicants will receive their *Confirmation of Enrolment (CoE)* once payment has been received.

5. Confirmation of Enrolment (CoE)

The student will be issued a *Confirmation of Enrolment (CoE)* by the Registrar so that visa applications may commence, once the following have been received by Collarts:

- A signed copy of the *International Student Acceptance Agreement*
- Payment of the Initial Tuition Fee

6. Course Commencement

Once the student visa is granted, the original visa and English proficiency score(s) should be presented to the Registrar for verification so that enrolment can be finalised. Once finalised, the student will receive confirmation of course commencement including a Student ID Number, timetable and orientation information.

7. Track Student Admissions Progress & Default

In accordance with the *National Code 2018* the following international student defaults will be reported to DHA via PRISMS within five business days:

- Student payments are not forthcoming
- Student fails to arrive for their course.

If Collarts is unable to deliver the nominated program due unforeseen circumstances, the Secretary and the Tuition Protection Service (TPS) Director will be notified via PRISMS within three business days.

Student data such as attendance and assessment results will be tracked and recorded in the Collarts' student management system to ensure completion within the expected duration and satisfactory course progression (in accordance with the *National Code 2018*).

Conditions of a Student Visa

Students must comply with their visa conditions.

Information about student visa conditions is available on the [Department of Home Affairs](#) website. International Students who do not comply with their visa conditions may have their student visas cancelled.

Information is collected from your application form and during your enrolment in order to meet our obligations under the *ESOS Act 2000* and the *National Code 2018* to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally.

This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. The authority to collect this information is contained in the *ESOS Act 2000* and the *National Code 2018*. This information can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the TPS and the ESOS Assurance Fund Manager. In other instances, this information can be disclosed without your consent where authorised or required by law.

We remind you that you are required to provide the College with your Australian residential address and telephone numbers. When you change address or need to update your personal details, please contact Collarts' reception.

Academic & Language Support

Collarts provides language support services to all students free of charge. Language support is provided by individual appointment as student needs are identified. Language support includes:

- Assistance with English language
- Assistance with undertaking research and associated assessment tasks
- Homework support

Students are welcome to bring in assessments they are working on for advice on essay structure, grammar, researching, answering the question, logic (of argument or hypothesis), coherence, etc.

The Academic Skills Coordinator can also assist with time management, study skills and habits, as well as any questions regarding referencing (theory or conventions). Students can request an individual meeting either via Student Services or by email at support@collarts.edu.au.

Tuition Fees

| | COE DEPOSIT** | TOTAL** |
|---|---------------|-----------|
| ONLINE (COE is not issued for online study) | \$9,720 | \$58,320 |
| DIPLOMA 2 trimesters | \$11,664 | \$23,328 |
| DIPLOMA 3 trimesters | \$8,748 | \$23,328 |
| DIPLOMA 4 trimesters (CG Animation & VFX only) | \$8,748 | \$34,992 |
| 2 YEAR DEGREE accelerated | \$11,664 | \$69,984 |
| 3 YEAR DEGREE standard | \$8,748 | \$69,984 |
| 3 YEAR DOUBLE DEGREE accelerated | \$11,664 | \$104,976 |
| 4 YEAR DOUBLE DEGREE mixed | \$8,748 | \$104,976 |
| 4.5 YEAR DOUBLE DEGREE standard | \$8,748 | \$104,976 |

** Please note: all prices are quoted in AUD (Australian Dollars)

| | | 2 TRIMESTER DIPLOMA / 2 YEAR DEGREE (ACCELERATED LEARNING)* | | 3 TRIMESTER DIPLOMA / 3 YEAR DEGREE (STANDARD DELIVERY)* | |
|--------------|----|---|--|--|---------------------------------------|
| FIRST YEAR | T1 | DIPLOMA | 4 units (24 credit points) \$11,664 | DIPLOMA | 3 units (18 credit points) \$8,748 |
| | T2 | | 4 units (24 credit points) \$11,664 | | 3 units (18 credit points) \$8,748 |
| | T3 | | 4 units (24 credit points) \$11,664 | | 2 units (12 credit points) \$5,832 |
| SECOND YEAR | T1 | DEGREE | 4 units (24 credit points) \$11,664 | DEGREE | 3 units (18 credit points) \$8,748 |
| | T2 | | 4 units (24 credit points) \$11,664 | | 3 units (18 credit points) \$8,748 |
| | T3 | | 4 units (24 credit points) \$11,664 | | 2 units (12 credit points) \$5,832 |
| THIRD YEAR | T1 | DEGREE | | DEGREE | 3 units (18 credit points) \$8,748 |
| | T2 | | | | 3 units (18 credit points) \$8,748 |
| | T3 | | | | 2 units (12 credit points) \$5,832 |
| TOTAL | | | Diploma \$23,328 Bachelor \$69,984 | | Diploma \$23,328 Bachelor \$69,984 |

* Please note: all prices are quoted in AUD (Australian Dollars) and are subject to annual review

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Student-Required Equipment Costs (Non-Tuition Fees)

There are no additional charges for any administrative services at Collarts.

Whilst Collarts does provide on-campus access to a variety of hardware, software, computers, instruments, sewing machines and other equipment; there is an expectation that students either own, have access to, or utilise available equipment at our campuses in order to succeed in their studies.

Students may need to pay for items associated with their study, such as printing, headphones, portable storage device, fabrics, etc. These costs vary by course and depend on what equipment the student has access to.

Prescribed textbooks and additional academic resources are available in the library and/or online via the eLearning platform (Learning Management System).

Campus Information

Collarts has three purpose-built campuses across Melbourne. More information about each campus will be provided during orientation.

Wellington Street, Collingwood

208 Wellington Street, Collingwood Vic 3066

Open: 8.30 am – 10 pm Monday to Friday, 9.30 am – 5 pm Saturday and Sunday

This is Collarts' main campus and is situated in Collingwood, a suburb on the north-eastern edge of the Melbourne city centre and close to the lively inner-city suburbs of Fitzroy and Carlton.

The Collarts campus offers its students access to state-of-the-art facilities including recording studios, video production suites and computer laboratories that feature industry standard Apple computers and software including Final Cut, Pro Tools, Logic, Ableton and others that

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support the creation of the students' music and multimedia projects.

In addition, the campus features a number of networked classrooms with wide screen TVs or projection facilities as well as high quality hi-fi audio. The College houses a 100-seat auditorium that quickly converts between lecture theatre, performance space, live recording facility or TV studio.

Student facilities feature:

- Kitchen with vending machines, hot and cold water
- Break Out Area with a long table and chairs, lounge and Wi-Fi
- Library / Study Area that has workstations, computers, printers, Wi-Fi and cabled access
- Student Services Hub access to librarian, student progress coordinator and IT support.

The Student Services Hub is open from 8.30 am – 5.00 pm Monday to Friday. The Student Services team are here to help you and can arrange access to the Registrar and academic staff as well as answering many other questions students may have regarding their studies.

Cromwell Street, Collingwood

67-69 Cromwell Street, Collingwood, VIC 3066

Campus features classrooms, digital photography studio, library, computer labs, styling room, student breakout and meals area, and free campus Wi-Fi.

Brunswick Street Fitzroy

209 Brunswick Street, Fitzroy, 3065

This is Collarts' purpose-built rehearsal room facility located in the heart of Melbourne's live music scene. Campus features include rehearsal rooms, recording studios, workshop and classroom space, student breakout and meals area, and free campus Wi-Fi.

George Street, Fitzroy

2/156 George Street, Fitzroy

Collarts' second-largest campus is equipped with state-of-the-art facilities, classroom, studio spaces, student breakout and meals area, and free campus Wi-Fi.

Virtual Campus

Many of Collarts' courses are available online. Students enrolled in these courses are supported through their studies with access to academic services and resources, and they can participate in a dynamic student community.

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Getting to Collarts

Train & Tram Information

If you catch the train to Southern Cross station, you can then catch the 86 Tram from Tram Stop 1, on the corner of Collins and Spencer Streets in a northerly direction. This will take you to Tram Stop 18 (Hodgson Street/Smith Street, Fitzroy), and from here it's an easy walk to Collarts. The tram ride takes approximately 21 minutes and the walk around 6 minutes.

The [Public Transport Victoria](#) website provides timetable and fare information, and the [Journey Planner](#) allows you to plan your trip and find the various modes of transport available to your destination.

Parking

There is limited pay-per-hour street parking available around Wellington Street, Brunswick Street, and Cromwell Street Campuses, and surrounding streets. Spaces fill quickly so you need to get in early if you choose to drive to campus. You can pay for this parking using cash, credit card or via the [PayStay](#) app, available to download via the App Store or Google Play.

Nearby Amenities

| | |
|--------------|--|
| Medical: | Cohealth —365 Hoddle Street Collingwood VIC 3066 |
| Pharmacy: | Chemist Warehouse—244 Smith St, Collingwood VIC 3066 |
| Hospital: | St. Vincent's Hospital Melbourne—41 Victoria Parade, Fitzroy VIC 3065 |
| Bank & ATM: | ANZ—219 Smith St, Collingwood VIC 3066 Commonwealth—3a/146 Smith St, Collingwood VIC 3066 NAB—224-228 Smith St, Collingwood VIC 3066 Westpac—215 Smith St, Fitzroy VIC 3065 |
| Post Office: | Australia Post—186-188 Smith St, Collingwood VIC 3066 |

Access & Student ID Cards

All students who are enrolled at Collarts will be issued with an ID card.

Student ID cards cannot be issued until enrolment has been finalised and students have participated in the orientation program.

Courses of Study at Collarts

Degree and diploma courses of study are available in animation and visual effects, audio engineering, digital and social media, entertainment journalism, entertainment management, fashion marketing, fashion and sustainability, interior design, music performance, music production and screen and media. The following information provides future applicants with the outline of these programs, including information about the mode of delivery and an outline of assessment methods. Once enrolled, students will be issued with unit outlines and assessment details that provide more information about the requirements of each unit.

Bachelor of Animation & VFX

CRICOS 0101949 (2 years accelerated)/104482A (3 years standard)

The full-time course duration is two years with a study load per trimester of four units, (read across each row), one from each stream of units (columns) equal to 24 credit points. All units are of equal credit point weight nominally 6 credit points equal to a course total of 144 credit points. The table below lists the units in the Bachelor of Animation & VFX:

| Trimester | Theory | Business & Industry | Production 1: Animation | Production 2: Visual Effects |
|-----------|----------------------------------|--|--------------------------------|------------------------------------|
| 1 | Critical thinking | Introduction to Industry: VFX Pipeline | Animation Foundations | 3D Modelling Foundations |
| 2 | Film Animation: History & Theory | Production Design/Art Direction | Physical Animation | Character &n Environment Modelling |
| 3 | Game Design History & Theory | Portfolio Building | VFX Production Game | Production 101 |
| 4 | Storyboarding & Cinematography | Production Management | Choose 1 elective stream below | |
| 5 | Screenwriting | Creative Team Management | Choose 1 elective stream below | |
| 6 | Creative Project | Freelance Business + Careers Development | Choose 1 elective stream below | |

Bachelor of Animation & VFX elective streams

| Trimester | 3D Animation | 3D Modelling | FX Simulation | Lighting & Compositing |
|-----------|---|---|---|---|
| 4 | Acting for Animation 101 + Lighting 01 | Digital Sculpting & Texturing 01 + Lighting 01 | FX & Simulation 01 + Lighting 01 | Compositing 01 + Lighting 01 |
| 5 | Acting for Animation 02 + Game Production 02 | Digital Sculpting & Texturing 02 + Game Production 02 | FX & Simulation 02 + Game Production 02 | Compositing 02 + Lighting 02 |
| 6 | Creature Animation + Portfolio & Presentation | Digital Sculpting & Texturing 03 + Portfolio & Presentation | FX & Simulation 02 + Portfolio & Presentation | Compositing 03 + Portfolio & Presentation |

Diploma of Animation & VFX

CRICOS 0101950 (3 trimesters accelerated)/104513K (4 trimesters standard)

The full-time course duration is three trimesters with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally 6 credit points equal to a course total of 72 credit points. The table below lists the units in the Diploma of Animation & VFX:

| Trimester | Theory | Business & Industry | Production 1: Animation | Production 2: Visual Effects |
|-----------|----------------------------------|--|-------------------------|-----------------------------------|
| 1 | Critical thinking | Introduction to Industry: VFX Pipeline | Animation Foundations | 3D Modelling Foundations |
| 2 | Film Animation: History & Theory | Production Design/Art Direction | Physical Animation | Character & Environment Modelling |
| 3 | Game Design History & Theory | Portfolio Building | VFX Production Game | Production 101 |

Bachelor of Applied Business (Entertainment Management)

CRICOS 097890C (2 years accelerated)/104496F (3 years standard)

The full-time course duration is two years with a study load per trimester of four units, (read across each row), one from each stream of units (columns) equal to 24 credit points. All units are of equal credit point weight nominally 6 credit points equal to a course total of 144 credit points.

The table below lists the units in the Bachelor of Applied Business (Entertainment Management):

| Trimester | Management | Marketing | Applied Entrepreneurship | Industry Awareness |
|-----------|--|--|--|--|
| 1 | Introduction to Entertainment Management | Introduction to Marketing, Communications & Branding | Introduction to Entertainment Business Law | Critical Thinking |
| 2 | Copyright Management | Event Management Theory | Introduction to Creative Entrepreneurship | Critical Survey |
| 3 | Entertainment Economics and Finance Management | Publicity and Promotions | Applied Event Management | Fundamentals of Music Performance + Elective |
| 4 | Business Structures and Organisational Behaviour | Consumer Behaviour/CRM | Applied Artist Management | Audio Production Concepts + Elective |
| 5 | Business Strategy and Design Thinking | Marketing Research | Applied Rights Management | Group Project + Elective |
| 6 | International Music Business Management | Funding for the Creative Arts | Applied Business Management/New Venture | Industry Placement (60 hours) |

Diploma of Applied Business (Entertainment Management)

CRICOS 099683E (2 trimesters accelerated)/104376C (3 trimesters standard)

The full-time course duration is two trimesters with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally 6 credit points equal to a course total of 48 credit points.

The table below lists the units in the Diploma of Applied Business (Entertainment Management):

| Trimester | Management | Marketing | Applied Entrepreneurship | Industry Awareness |
|-----------|--|--|--|--------------------|
| 1 | Introduction to Entertainment Management | Introduction to Marketing, Communications & Branding | Introduction to Entertainment Business Law | Critical Thinking |
| 2 | Copyright Management | Event Management Theory | Introduction to Creative Entrepreneurship | Critical Survey |

Bachelor of Applied Business (Fashion Marketing)

CRICOS 096728K (2 years accelerated)/ 104500D (3 years standard)

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns) equal to 24 credit points. All units are of equal credit point weight nominally 6 credit points equal to a course total of 144 credit points.

The table below lists the units in the Bachelor of Applied Business (Fashion Marketing):

| Trimester | Fashion Fundamentals | Fashion Marketing | Fashion Entrepreneurship | Industry Awareness |
|-----------|--------------------------------|---|---|-------------------------------|
| 1 | History of Fashion Movements | Introduction to Communications and Branding | Introduction to Business Basics | Critical Thinking |
| 2 | The New Fashion Influencers | Introduction to Marketing | Business Strategy and Design Thinking | Critical Survey |
| 3 | Applied Computer-Aided Design | Fashion Sales and Marketing–Digital Culture | E-commerce and Management Finance | Styling 1 |
| 4 | Fashion Merchandising 1 | Consumer Behaviour/CRM | Introduction to Business Law | Styling 2 |
| 5 | Fashion Merchandising 2 | Publicity and PR | Introduction to Creative Entrepreneurship | Careers Development |
| 6 | Merchandising Capstone Project | Event Management Capstone Project | Entrepreneurship Capstone Project | Industry Placement (60 hours) |

Diploma of Applied Business (Fashion Marketing)

CRICOS 096729J (2 trimesters accelerated)/ 104388K (3 trimesters standard)

The full-time course duration is two trimesters with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally 6 credit points equal to a course total of 48 credit points.

The table below lists the units in the Diploma of Applied Business (Fashion Marketing):

| Trimester | Management | Marketing | Applied Entrepreneurship | Industry Awareness |
|-----------|------------------------------|---|---------------------------------------|--------------------|
| 1 | History of Fashion Movements | Introduction to Communications and Branding | Introduction to Business Basics | Critical Thinking |
| 2 | The New Fashion Influencers | Introduction to Marketing | Business Strategy and Design Thinking | Critical Survey |

Bachelor of Arts (Audio Production)

CRICOS 084559K (2 years accelerated)/ 104501C (3 years standard)

The full-time course duration is two years with a study load per trimester of five units (read across each row), one from each stream of units (columns) equal to 24 credit points. Units are worth 6 or 3 credit points each and are equal to a course total of 144 credit points.

The table below lists the units in the Bachelor of Arts (Audio Production):

| Trimester | Industry Awareness | Audio Theory | Recording Studio Techniques (RST) | Live Sound Reinforcement (LSR) | Post Production (PST) |
|-----------|--|--|--|--|--|
| 1 | Critical Thinking | Fundamentals of Audio and Sound | Mixing | Basic Analogue PA and Mixing | Mix with Video |
| 2 | Critical Survey | Audio Theory and History | Solo Recording and Working with Musicians | Digital Desk and PA | Voiceovers, Sound Design and Studio Etiquette |
| 3 | Fundamentals of Music Performance + Elective | Acoustics and Critical Listening | Small Group Recording | Medium PA and Wireless Setups | Sound Design for Computer Games + Alternative DAWs |
| 4 | Entertainment Industry Practices + Elective | Audio Electronics | Mastering | Large Scale PA Design, Implementation and Tuning | Foley, ADR & Audio Repair/Recovery |
| 5 | Group Project + Elective | Audio Systems | Large Track Count Recording and Overdubs | Large System Engineering and Tuning | Surround Production Workflow and Formats |
| | | | In trimester 6, students select 2 specialisation units following on from the above streams | | |
| 6 | Industry Placement (60 hours) | New and Emerging Technologies/Research Project | Self-Directed Project 1 | Self-Directed Project 2 | |

Diploma of Arts (Audio Production)

CRICOS 088016J (2 trimesters accelerated)/ 104401G (3 trimesters standard)

The full-time course duration is 2 trimesters with a study load per trimester of five units (read across each row), one from each stream of units (columns) equal to 24 credit points. Units are worth 6 or 3 credit points each and are equal to a course total of 48 credit points.

The table below lists the units in the Diploma of Arts (Audio Production):

| Trimester | Industry Awareness | Audio Theory | Recording Studio Techniques (RST) | Live Sound Reinforcement (LSR) | Post Production (PST) |
|-----------|--------------------|---------------------------------|---|--------------------------------|---|
| 1 | Critical Thinking | Fundamentals of Audio and Sound | Mixing | Basic Analogue PA and mixing | Mix with Video |
| 2 | Critical Survey | Audio Theory and History | Solo Recording and Working with Musicians | Digital Desk and PA | Voiceovers, Sound Design and Studio Etiquette |

Bachelor of Arts (Digital & Social Media)

CRICOS 095132B (2 years accelerated)/ 104502B (3 years standard)

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns) equal to 24 credit points. All units are of equal credit point weight nominally 6 credit points equal to a course total of 144 credit points.

The table below lists the units in the Bachelor of Arts (Digital & Social Media):

| Trimester | Theory | Practical Application | Professional Practice | Industry Awareness |
|-----------|---|-----------------------|-------------------------------------|---|
| 1 | Digital Design | Copywriting | Behavioural Psychology | Critical Thinking |
| 2 | Information and Communication Technology | Digital Photography | Content Strategy | Critical Survey |
| 3 | Narrative and Storytelling | Video Production | Brand Experience | Applied Media Production 1 |
| 4 | Contemporary Art, Design and Cultural History | Web Design | User Experience | Applied Media Production 2 |
| 5 | Design Thinking | Audio Storytelling | Project Management | Group Project + Elective |
| 6 | Relevant Disruption & Global Engagement | Mobile Development | Social Media & Community Management | Industry Placement (120 hrs 2 years; 60hrs 3 years) |

Diploma of Arts (Digital & Social Media)

CRICOS 095134M (2 trimesters accelerated)/ 104416M (3 trimesters standard)

The full-time course duration is 2 trimesters with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally 6 credit points equal to a course total of 48 credit points.

The table below lists the units in the Diploma of Arts (Digital & Social Media):

| Trimester | Theory | Practical Application | Professional Practice | Industry Awareness |
|-----------|--|-----------------------|------------------------|--------------------|
| 1 | Digital Design | Copywriting | Behavioural Psychology | Critical Thinking |
| 2 | Information and Communication Technology | Digital Photography | Content Strategy | Critical Survey |

Bachelor of Arts (Interior Design)

CRICOS 098439C (2 years accelerated)/ 104503A (3 years standard)

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns) equal to 24 credit points. All units are of equal credit point weight nominally 6 credit points equal to a course total of 144 credit point

The table below lists the units in the Bachelor of Arts (Interior Design):

| Trimester | Design Theory | Practical Application | Design Communication | Industry Awareness |
|-----------|--------------------------------|---|----------------------------------|---|
| 1 | Creative Theory | Colour Exploration | Design Drawing 1 | Critical Thinking |
| 2 | Design Movements | Material Exploration | Design Drawing 2 | Digital Integration |
| 3 | Regional Design Culture | Systems and Assembly | Computer Aided Design (CAD) | Design Entrepreneurship |
| 4 | Design for Environments | Design Studio 1 | Computer Aided Design (CAD) 2 | Global Industry and Careers |
| 5 | Design for Experience | Design Studio 2 | Computer Aided Design (CAD) 3 | Portfolio Development |
| 6 | Design for Humanity (Capstone) | Design Studio 3: Emerging Design (Capstone) | Emerging Technologies (Capstone) | Industry Placement (120 hrs 2 years; 60hrs 3 years) |

Diploma of Arts (Interior Design)

CRICOS 098440K (2 trimesters accelerated)/ 104425K (3 trimesters standard)

The full-time course duration is two trimesters with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally 6 credit points equal to a course total of 48 credit points.

The table below lists the units in the Diploma of Arts (Interior Design):

| Trimester | Design Theory | Practical Application | Design Communication | Industry Awareness |
|-----------|------------------|-----------------------|----------------------|---------------------|
| 1 | Creative Theory | Colour Exploration | Design Drawing 1 | Critical Thinking |
| 2 | Design Movements | Material Exploration | Design Drawing 2 | Digital Integration |

Bachelor of Arts (Music)

CRICOS 084558M (2 years accelerated)/ 104504M (3 years standard)

The full-time course duration is two years with a study load per trimester of five units (read across each row), one from each stream of units (columns) equal to 24 credit points. Units are worth 6 or 3 credit points each and are equal to a course total of 144 credit points.

The table below lists the units in the Bachelor of Arts (Music):

| Trimester | Industry Awareness | Technique and Styles | Ensemble Performance | Music History and Analysis | Harmony and Aural Studies |
|-----------|---|-----------------------------------|-----------------------------|------------------------------------|---------------------------|
| 1 | Critical Thinking | Introduction to Music Technology* | Foundations 1 | The Materials of Music | Chart writing |
| 2 | Critical Survey | Songwriting Skills* | Foundations 2 | Western Music | Harmony |
| 3 | Industry Practices + Elective | Improvisation * | Music Direction 1 | Popular Music: 1850 - 1950 | Counterpoint |
| 4 | Production Concepts + Elective | Music Styles* | Music Direction 2 | Contemporary Music: 1950 – Present | Arranging for Ensembles |
| 5 | Group Project + Elective | Pre-Production* | Professional Presentation 1 | Global Music | Studio Arranging |
| 6 | Industry Placement or Professional Portfolio (60 hours) | Self-Directed Project* | Professional Presentation 2 | Australian Music | Writing for the Screen |

* These units include both technical and masterclasses

Diploma of Arts (Music)

CRICOS 088017G (2 trimesters accelerated)/ 104429F (3 trimesters standard)

The full-time course duration is two trimesters with a study load per trimester of five units (read across each row), one from each stream of units (columns) equal to 24 credit points. Units are worth 6 or 3 credit points each and are equal to a course total of 48 credit points.

The table below lists the units in the Diploma of Arts (Music):

| Trimester | Industry Awareness | Technique and Styles | Ensemble Performance | Music History and Analysis | Harmony and Aural Studies |
|-----------|--------------------|---|-------------------------------------|----------------------------|---------------------------|
| 1 | Critical Thinking | Music Performance 1: Foundations of Technique | Ensemble Performance 1: Foundations | The Materials of Music | Chart writing |
| 2 | Critical Survey | Music Performance 2: Foundations of Technique | Ensemble Performance 2: Foundations | Western Music | Harmony |

Bachelor of Arts (Music Production)

CRICOS 095133A (2 years accelerated)/ 104505K (3 years standard)

The full-time course duration is two years with a study load per trimester of five units (read across each row), one from each stream of units (columns) equal to 24 credit points. Units are worth 6 or 3 credit points each and are equal to a course total of 144 credit points.

The table below lists the units in the Bachelor of Arts (Music Production):

| Trimester | Industry Awareness | Recording Studio Techniques (RST) | Music Production & Composition Technology | Audio, Music and Business Theory | Music Performance and Direction |
|-----------|--|---|---|---|---|
| 1 | Critical Thinking | Mixing & Studio Foundations | Composing and Sequencing | The Fundamentals of Sound and Music | Ensemble Rehearsal and Direction 1 |
| 2 | Critical Survey | Solo Recording & Working with Musicians | Creative Software Practice | Microphone and Music: Theory and History | Technology in Performance |
| 3 | Basic Live Sound + Elective | Small Group Recording | Sound Design: Music for Image | Advanced Critical Listening | Ensemble Rehearsal and Direction 2 |
| 4 | Business Management for Music Producers + Elective | Mastering | Remixing and Arranging | Introduction to Creative Entrepreneurship | Technology in Performance 2 |
| | | | | | In trimesters 5 & 6, students select 1 specialisation stream (either Instrumental Performance or Electronic Music Production) |
| 5 | Group Project + Elective | Large Track Count Recording Many Overdubs | Producing Different Styles | Creativity and Intellectual Property Management | Instrumental Performance 1 or Electronic Music Production 1 |
| 6 | Industry Placement/Professional Portfolio (60 hours) | RST Self-Directed Project | Self-Directed Project | Client Relations and Psychology for Producers and Musicians | Instrumental Performance 2 or Electronic Music Production 2 |

Diploma of Arts (Music Production)

CRICOS 095135K (2 trimesters accelerated)/ 104438E (3 trimesters standard)

The full-time course duration is two trimesters with a study load per trimester of five units (read across each row), one from each stream of units (columns) equal to 24 credit points. Units are worth 6 or 3 credit points each and are equal to a course total of 48 credit points.

The table below lists the units in the Diploma of Arts (Music Production):

| Trimester | Industry Awareness | Recording Studio Techniques (RST) | Music Production & Composition Technology | Audio, Music and Business Theory | Music Performance and Direction |
|-----------|--------------------|---|---|--|------------------------------------|
| 1 | Critical Thinking | Mixing & Studio Foundations | Composing and Sequencing | The Fundamentals of Sound and Music | Ensemble Rehearsal and Direction 1 |
| 2 | Critical Survey | Solo Recording & Working with Musicians | Creative Software Practice | Microphone and Music: Theory and History | Technology in Performance |

Bachelor of Design (Fashion & Sustainability)

CRICOS 0101951 (2 years accelerated)/ 104506J (3 years standard)

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns) equal to 24 credit points. All units are of equal credit point weight nominally 6 credit points equal to a course total of 144 credit points.

The table below lists the units in the Bachelor of Design (Fashion & Sustainability):

| Trimester | Design Process | Materials & Making | Industry & Enterprise | Industry Awareness |
|-----------|--|--|---|-------------------------------|
| 1 | Fashion Design: Function | Fibres, Fabrics & Fabrication | Sustainable Fashion Business | Critical Thinking |
| 2 | Fashion Design: Reinvention | Fashion Resourcing & Remaking | History of Fashion Systems | Critical Survey |
| 3 | Fashion Design: Heritage | Bespoke, Couture & Slow Making | Business Strategy & Design Thinking | Fashion Styling |
| 4 | Fashion Design: Futures | Zero Waster Techniques & Technologies | Ethical Business Management | Communications & Marketing |
| 5 | Fashion Design: Personal Investigation | Materials & Making: Personal Investigation | Entrepreneurship | Careers Development |
| 6 | Fashion Design: Capstone Project | Design Realisation: Capstone Project | Business & Entrepreneurship: Capstone Project | Industry Placement (60 hours) |

Diploma of Design (Fashion & Sustainability)

CRICOS 0101952 (2 trimesters accelerated)/ 104447D (3 trimesters standard)

The full-time course duration is two trimesters with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally 6 credit points equal to a course total of 48 credit points.

The table below lists the units in the Diploma of Design (Fashion & Sustainability):

| Trimester | Design Process | Materials & Making | Industry & Enterprise | Industry Awareness |
|-----------|-----------------------------|-------------------------------|------------------------------|--------------------|
| 1 | Fashion Design: Function | Fibres, Fabrics & Fabrication | Sustainable Fashion Business | Critical Thinking |
| 2 | Fashion Design: Reinvention | Fashion Resourcing & Remaking | History of Fashion Systems | Critical Survey |

COLLARTS

Bachelor of Dramatic Arts (Comedy)

CRICOS 0100339 (2 years accelerated)/ 104507H (3 years standard)

The full-time course duration is two years with a study load per trimester of four units (read across each row) in trimesters 1-5, one from each stream of units (columns); and two units in trimester 6, equal to 24 credit points. All units are of equal credit point weight nominally 6 credit points equal to a course total of 144 credit point

The table below lists the units in the Bachelor of Dramatic Arts (Comedy):

| Trimester | Theory | Performance | Material Creation | Industry Production |
|-----------|---------------------------------|---------------------------|--|-----------------------------|
| 1 | Theories of Humour | Acting Foundations | Devising for Performance | Critical Thinking |
| 2 | Intercultural History of Comedy | Creating a Character | Writing Comedy for Live Solo Performance | The Self-Producing Comedian |
| 3 | Comedy Genres | Live Comedic Acting | Writing Comedy for Live Ensemble Performance | Publicity & Promotions |
| 4 | Radical Comedies | Directing Comedy | Writing Comedy for Audio | Live Production |
| 5 | Screen Comedy | Comedic Acting for Screen | Writing Comedy for Screen | Screen Production |
| 6 | Capstone Creative Project | | | Creative Arts Business |

Diploma of Dramatic Arts (Comedy)

CRICOS 0100338 (2 trimesters accelerated)/ 104456C (3 trimesters standard)

The full-time course duration is two trimesters with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally 6 credit points equal to a course total of 48 credit points.

The table below lists the units in the Diploma of Dramatic Arts (Comedy):

| Trimester | Theory | Performance | Material Creation | Industry Production |
|-----------|---------------------------------|----------------------|--|-----------------------------|
| 1 | Theories of Humour | Acting Foundations | Devising for Performance | Critical Thinking |
| 2 | Intercultural History of Comedy | Creating a Character | Writing Comedy for Live Solo Performance | The Self-Producing Comedian |

COLLARTS

Diploma of Entertainment Journalism

CRICOS 095136J (standard)

The full-time course duration is one year with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally 10 credit points equal to a course total of 120 credit points.

The table below lists all the units in the Diploma of Entertainment Journalism:

| Trimester | Knowledge and Integration | Technical Mastery | Creativity and Collaboration | Industry Awareness |
|-----------|--|------------------------------|---|-------------------------------|
| 1 | Foundations of Entertainment Journalism | Video and Digital Journalism | PR Practice | Media Industries Today |
| 2 | Entertainment Lifestyle and Fashion Journalism | Social Media and Journalism | Feature Writing | Media Law and Ethics |
| 3 | Freelance Journalism and Entrepreneurship | MOJO Mobile Journalism | Music, Performance, Screen & Journalism | Industry Placement (60 hours) |

Bachelor of Screen & Media

CRICOS 0101953 (2 years accelerated)/ 104508G (3 years standard)

The full-time course duration is two years with a study load per trimester of four units (read across each row), one from each stream of units (columns) equal to 24 credit points. All units are of equal credit point weight nominally 6 credit points equal to a course total of 144 credit points.

The table below lists the units in the Bachelor of Screen & Media:

| Trimester | Screen & Media Studies | Creative Development | Production | Practice |
|-----------|--|----------------------------------|---|----------------------------------|
| 1 | Critical Thinking: Screen & Media Theory | Stories on Screen | Introduction to Production | Video & Digital Journalism |
| 2 | Screen Genres | Screenwriting | Production for New Technologies and Multi-Platform Delivery | Smartphone Filmmaking |
| 3 | Australian Screen Cultures | Screen Narrative | Screen Craft | Branded Content |
| 4 | Global Screen Cultures | Non-fiction Narrative Adaptation | Soundtrack for Screen | Produce Narrative Documentary |
| 5 | Experimental Screen Production | Fiction Narrative Adaptation | Episodic Narrative | Creative Entrepreneurship |
| 6 | Screen Studies & Creative Capstone Project | | Industry Placement (60 hours) | Impact, Distribution & Marketing |

Diploma of Screen & Media

CRICOS 0101954 (2 trimesters accelerated)/ 104469J (3 trimesters standard)

The full-time course duration is two trimesters with a study load per trimester of four units (read across each row), one from each stream of units (columns). All units are of equal credit point weight nominally 6 credit points equal to a course total of 48 credit points.

The table below lists the units in the Diploma of Screen & Media:

| Trimester | Screen & Media Studies | Creative Development | Production | Practice |
|-----------|--|----------------------|---|----------------------------|
| 1 | Critical Thinking: Screen & Media Theory | Stories on Screen | Introduction to Production | Video & Digital Journalism |
| 2 | Screen Genres | Screenwriting | Production for New Technologies and Multi-Platform Delivery | Smartphone Filmmaking |

Double Degree: Bachelor of Arts (Audio Production)/Bachelor of Applied Business (Entertainment Management)

CRICOS 096473F (3 years accelerated)/ 104509F (4 years mixed)/ 104510B (4.5 years standard)

The full-time course duration is three years with a study load per trimester of five units (read across each row), one from each stream of units (columns) equal to 24 credit points. Units are worth 6 or 3 credit points each and are equal to a course total of 216 credit points.

| Trimester | Industry Awareness | Audio Theory | Recording Studio Techniques (RST) | Live Sound Reinforcement (LSR) | Post Production (PST) |
|--|--|--|--|--|---|
| 1 | Critical Thinking | The Fundamentals of Audio and Sound | Mixing | Basic Analogue PA and mixing | Mix with Video |
| 2 | Critical Survey | Audio Theory and History | Solo Recording and Working with Musicians | Digital Desk and PA | Voiceovers, Sound Design and Studio Etiquette |
| 3 | Fundamentals of Music Performance + Elective | Acoustics and Critical Listening | Small Group Recording | Medium PA and Wireless Setups | Design for Computer Games & Alternative DAWs |
| 4 | Entertainment Industry Practices + Elective | Audio Electronics | Mastering | Large Scale PA Design, implementation and Tuning | Foley, ADR & Audio Repair/ Recovery |
| 5 | Group Project + Elective | Audio Systems | Large Track Count Recording & Overdubs | Large System Engineering and Tuning | Surround Production Workflow and Formats |
| | | | In trimester 6, students select 2 specialisation units following on from the above streams | | |
| 6 | Industry Placement (60 hours) | New and Emerging Technologies | Self-Directed Project 1 | Self-Directed Project 2 | |
| To complete the double degree a total of 12 Applied Business units are required. In trimesters 7, 8 and 9 students undertake four units from 2 of the 3 streams shown below. | | | | | |
| Trimester | Management | Marketing | Applied Entrepreneurship | | |
| 7 | Introduction to Entertainment Management | Introduction to Marketing, Communications and Branding | Introduction to Entertainment Business Law | | |
| | Copyright Management | Event Management Theory | Introduction to Creative Entrepreneurship | | |
| 8 | Entertainment Economics & Management Finance | Publicity and Promotions | Applied Event Management | | |
| | Business Structures & Organisational Behaviour | Consumer Behaviour/CRM | Applied Talent Management | | |
| 9 | Business Strategy & Design Thinking | Marketing Research | Applied Rights Management | | |
| | International Music Business Management | Funding for the Creative Arts | Applied Business Management/New Venture | | |

Double Degree: Bachelor of Arts (Music)/Bachelor of Applied Business (Entertainment Management)

CRICOS 096472G (3 years accelerated)/ 104511A (4 years mixed)/ 104512M (4.5 years standard)

The full-time course duration is three years with a study load per trimester of five units (read across each row), one from each stream of units (columns) equal to 24 credit points. Units are worth 6 or 3 credit points each and are equal to a course total of 144 credit points.

| Trimester | Industry Awareness | Technique and Styles | Ensemble Performance | Music History and Analysis | Harmony and Aural Studies |
|-----------|---|----------------------------------|-----------------------------|------------------------------------|---------------------------|
| 1 | Critical Thinking | Introduction to Music Technology | Foundations 1 | The Materials of Music | Chart Writing |
| 2 | Critical Survey | Songwriting Skills | Foundations 2 | Western Music | Harmony |
| 3 | Industry Practices + Elective | Improvisation | Music Direction 1 | Popular Music 1850 - 1950 | Counterpoint |
| 4 | Production Concepts + Elective | Music Styles | Music Direction 2 | Contemporary Music: 1950 - present | Arranging for Ensembles |
| 5 | Group Project + Elective | Pre-Production | Professional Presentation 1 | Global Music | Studio Arranging |
| 6 | Industry Placement or Professional Portfolio (60 hours) | Self-Directed Project | Professional Presentation 2 | Australian Music | Writing for the Screen |

To complete the double degree, a total of 12 Applied Business units are required. In trimesters 7, 8 and 9 students undertake 4 units from 2 of the 3 streams shown below.

| Trimester | Management | Marketing | Applied Entrepreneurship |
|-----------|--|--|--|
| 7 | Introduction to Entertainment Management | Introduction to Marketing, Communications and Branding | Introduction to Entertainment Business Law |
| | Copyright Management | Event Management Theory | Introduction to Creative Entrepreneurship |
| 8 | Entertainment Economics & Management Finance | Publicity and Promotions | Applied Event Management |
| | Business Structures & Organisational Behaviour | Consumer Behaviour/CRM | Applied Talent Management |
| 9 | Business Strategy & Design Thinking | Marketing Research | Applied Rights Management |
| | International Music Business Management | Funding for the Creative Arts | Applied Business Management/New Venture |

Important Policies and Procedures

Course Progress & Attendance

Collarts records and monitors the academic progress of all students to assist them towards the successful completion of their course and, where necessary, directs them to the appropriate source of personal and/or academic assistance.

Collarts encourages attendance at all classes. Holidays, part-time employment and personal appointments should be arranged so that attendance is not affected. The *College Attendance & Participation Policy* is provided at Policy Annexure J of the Collarts' *Student Handbook* and provides more detail on the requirements of students in relation to attendance and the academic penalties that may be imposed for failure to maintain satisfactory attendance.

Students are expected to provide appropriate documentation to explain all absences from classes. Students unable to attend due to illness should provide a medical certificate to the registrar within seven days of the missed class.

In accordance with the *National Code 2018*, international students are required to achieve satisfactory academic progress during each trimester in order to successfully complete their course of study within the expected duration as specified in their Confirmation of Enrolment (CoE) and the conditions of their student visa issued by the DHA.

Student progress is monitored, recorded and assessed throughout the trimester and as part of the formal moderation of results at the end of each trimester. An intervention strategy is implemented if academic progress begins to decline. Students who do not achieve satisfactory academic progression will be asked to attend a meeting to discuss their enrolment at the College.

Collarts will report any changes to the student enrolment to the Secretary of DHA via PRISMS, which may result in the cancellation of their student visa. International students should refer to the college *Monitoring Academic Progression Policy* for more information on the requirements of their visa to study at Collarts.

Grievance & Appeals Process

All current and prospective students of Collarts are entitled to raise a concern or grievance relating to academic or non-academic matters or have a decision reviewed.

Collarts considers that all concerns or grievances should be resolved promptly, seriously, with strict confidentiality, and professionalism. Any student raising a concern or grievance, or requesting a review of an academic decision, is entitled to maintain their enrolment while the complaints and appeals process is ongoing.

If a student wishes to lodge a grievance, they must complete a *Formal Grievance Application Form*, which can be downloaded via the myCollarts Student Portal.

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Voluntary Deferral, Suspension or Cancellation of Enrolment

International Students may only defer or suspend their studies (including taking leave of absence) through formal agreement with Collarts and on the grounds of compassionate or compelling circumstances.

International Students who request to defer, cancel or voluntarily suspend their course of study at Collarts will have their application assessed in accordance with *National Code 2018* and *Collarts Deferral, Suspension or Cancellation of Enrolment Policy*.

The deferment, suspension and cancellation of the enrolment of an international student may impact the visa as issued by DHA.

An international student who is considering deferring, suspending or cancelling their enrolment at Collarts should seek further information from DHA on the implications of such a decision on their student visas via their website <https://www.homeaffairs.gov.au> or telephone 131 881 (Monday to Friday, 9 am to 5 pm).

Collarts will report the deferment, suspension or cancellation of enrolment to the Secretary via PRISMS in accordance with the *National Code 2018*.

International students considering deferring, suspending or cancelling their enrolment at Collarts should refer to the *Deferral, Suspension or Cancellation of Enrolment Policy* for information on how to make an application and how Collarts will assess such applications.

Involuntary Suspension or Cancellation of Enrolment: All students enrolled in a course of study at Collarts are expected to act with honesty and integrity and are bound by the *Misconduct Policy*, which is provided at Policy Annexure I of the *Collarts Student Handbook*. Collarts will suspend (or cancel) a student's enrolment in the event of misconduct, which could include, but not be limited to:

- Unsatisfactory academic progress
- Student misbehaviour
- Non-payment of tuition fees.

Where the cancellation or suspension is initiated by Collarts, the student will be notified in writing of the College's intent to suspend or cancel the enrolment, which may affect their student visa. The student will then be provided with 20 working days to access the internal grievance and appeals process. The suspension or cancellation of enrolment will not take effect until the internal process is completed. Collarts will notify the Secretary via PRISMS within five working days of the completion of the appeal process as required under the ESOS Act.

Transferring to another Higher Education Provider

An international student wishing to transfer from Collarts to another CRICOS registered provider, prior to having completed six months of their course of study at Collarts, must submit an *Application for a Letter of Release* with the following supporting documentation:

- a) certified copy of their student visa, and

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b) copy of the letter of offer from the registered provider to which they wish to transfer.

Collarts will only consider an application complete if it has been signed and the requisite documentation attached. Collarts will assess and respond to all completed applications within ten working days. An international student should not accept an offer to enrol in a course of study with another provider unless Collarts has agreed to issue a *Letter of Release*. To do so will be in breach of the visa conditions in accordance with the *National Code 2018*.

International students considering transferring to another provider should refer to the *International Student Transfer between Registered Providers Policy* for information on how to make an application and how Collarts will assess such applications.

Graduation

Collarts conducts a formal graduation ceremony for students each year in the second week of April. Staff, students, parents and friends are invited to the official ceremony. As well as the presentation to graduands, the graduation ceremony includes an address by a distinguished guest speaker. Full details about graduation are sent to graduating students in March.

School Aged Dependants

Students are advised that any school aged dependants accompanying them will be required to pay full fees if they are enrolled in either a government or non-government school.

Student Advisors & Pastoral Care

Students can access free welfare-related support services to assist with academic, social or personal issues that may arise during their study. There may be times when you need support or advice about your social environment, personal relationships, academic studies including your rights and obligations, time management, employment, or finance. Collarts has a range of support people who can help you gain perspective and clarity on a particular issue and explore the options more clearly. Where a student requires professional advice, they may be referred to Collarts Wellbeing and Counselling support or an external support agency.

Students can access support services at the Student Services hub or by contacting the College on +613 9281 8898. All information is strictly confidential and is not disclosed to another party except in the following circumstances: where a student has given permission to disclose information to another party; in exceptional circumstances where failure to disclose information would place you or another person at serious and imminent risk; or where we are required by law to disclose information.

Timetables

Timetables will be published in advance of each trimester. The Exam Timetable will be published in Week 7.

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Industry Placement (work-based training)

Students at Collarts have the opportunity to enhance their industry education by undertaking an internship (industry placement) in certain courses. The purpose of the placement is to enhance knowledge of the related industry/course workplace, expose students to industry practices and procedures, and provide feedback from the workplace on the participant's employability skills. For more detail please refer to the *Industry Placement Handbook* at the myCollarts Student Portal.

Industry placement must be completed within the six trimesters of the degree program to ensure compliance with visa conditions.

All Bachelor degrees at Collarts have 60 hours of industry placement (work-based training) except:

B Arts (Digital & Social Media) - 120 hours (2 year accelerated version); 60 hours (3 year standard version)

B Arts (Interior Design) - 120 hours (2 year accelerated version); 60 hours (3 year standard version)

B Animation & VFX - No industry placement

B Dramatic Arts (Comedy) - No industry placement

All Diploma courses - No industry placement (except Diploma Entertainment Journalism – 60 hours)

Living in Australia & Melbourne

Cost of Living

As a requirement of the student visa application, international students are required to demonstrate and/or declare that they have genuine access to sufficient funds to cover the cost of living while in Australia. As of October 2019, the 12 month living costs are: \$21,041 for students or guardians; \$7,362 for partners; \$3152 for children.

For further details, please refer to the Study in Australia website:

<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

The [Study Melbourne](#) website also provides information and advice about managing money, banking, financial aid and work opportunities which may assist with making decisions about living costs while studying at Collarts.

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Accommodation

Collarts does not provide accommodation to students. However, we are able to provide information about sources of student accommodation and can recommend the following as a guide to finding short and long-term accommodation in Melbourne.

1. Student Notice Board

Displays 'wanted to share' or 'accommodation available' especially late January and early February

2. Homestay Network

This is a network of accommodation provided by host families in Melbourne. We have provided a number of web links if you are interested in homestay accommodation. These agencies are privately owned and operated, and it is the responsibility of each student to assess the homestay facilities as suitable for their needs:

<https://www.homestaynetwork.org>; <http://homestaydirect.com.au>;
<http://www.student-accommodation.com.au>

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3. Hostels & Boarding Houses

Hostels and boarding houses are listed in the [Yellow Pages Online](#). Similar accommodation listings can be found under 'Accommodation Available' in the various local and Melbourne newspapers. Youth Hostels Australia has a large accommodation network across Australia <https://www.yha.com.au/hostels/vic/melbourne-hostels/>

4. Flats, Units & Houses

Comprehensive listings for flats, units and houses for rent through real estate agents are found on:

<https://www.domain.com.au/?mode=rent> and <https://www.realestate.com.au/rent/>. It is also advisable to contact real estate agents in preferred suburbs.

5. Share Accommodation

If you want assistance in finding a room-mate, visit websites such as [Flatmates](#), [Flat Mate Finders](#), or [Gumtree](#)

Victoria has well defined tenancy laws that support the rights of landlords and tenants. For more information go to the [Consumer Affairs Victoria](#) website, or if you are experiencing a problem with your landlord, call them on 1300 55 81 81 (or +61 3 8684 0735). The [Tenants Victoria](#) can also help.

Consulates in Australia

For 24-hour phone service from your country's representative in Australia:

- Telephone 1300 555 135 within Australia or +61 2 6261 3305 or SMS: +61 421 269 080
- Website: <https://protocol.dfat.gov.au/Public/ConsulatesInAustralia>

The website link above lists the contact details for individual embassies in Australia.

Consumer Protection and Your Rights

A competitive environment exists in Melbourne for the provision of goods and services. It is advantageous to compare prices and shop around before you buy. If you have any consumer-related complaints, the following bodies can assist to resolve the dispute:

Consumer Affairs Victoria

[Consumer Affairs Victoria](#) resolves disputes between tenants, landlords, traders and consumers. Visit their website or contact them on 1300 55 81 81 (or +61 3 8684 0735)

Ombudsman Victoria

If you think that you have not received fair treatment from Victorian Government agencies or their employees, you can lodge a complaint with the [Victorian Ombudsman](#) – visit their website or call (+613) 9163 6222 or 1800 806 314 toll free within Australia

Fair Work Ombudsman

If you have issues with your workplace, visit the [Fair Work Ombudsman](#) website or call the

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Fair Work Info Line on 13 13 94 (toll free within Australia) or +61 2 6120 8989 (outside Australia)

- Victoria Equal Opportunity & Human Rights Commission
If you have been discriminated against or vilified, visit the [Victorian Equal Opportunity & Human Rights Commission](#) website or call on 1300 292 153 (toll free within Australia).

Legal Matters

If you require legal support, [Victorian Legal Aid](#) have lawyers who can talk to you about how the law applies to your legal problem – visit their website or call 1300 792 387.

Emergency & Police Assistance



In Australia, the emergency number is 000 (Triple Zero) and is to be used in the following situations:

- ① Is someone seriously injured or in need of urgent medical help?
- ① Is your life or property being threatened?
- ① Have you just witnessed a serious accident or crime?

If the answer is YES, call Triple Zero (000). Triple Zero calls are free. It is important to only use the emergency 000 number for genuine emergencies.

When you call Triple Zero (000):

- a. Do you want Police, Fire or Ambulance?
- b. Stay calm, don't shout, speak slowly and clearly
- c. Tell us exactly where to attend. Give an address or location

For Police Assistance, please use the following numbers as appropriate:

- To Report a Crime: Crime Stoppers Victoria
 1800 333 000
- Non-Emergency Matters: Collingwood Police Station
 1 Eddy Ct, Abbotsford VIC 3067
 (03) 8413 1700

The role of the Victorian Police Force is to reduce crime and improve community safety. When you call Crime Stoppers or the Collingwood local police station, you do not have to give any personal information if you do not wish to do so.

Weblinks: [Triple Zero](#); [Victorian Police](#); [Crime Stoppers Victoria](#)

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Personal Safety Tips

A number of key stakeholders in Melbourne and Victoria, such as government, police, businesses and resident groups, work together to increase safety in the city through community awareness and education. There is much information available, but we provide links to download some fact sheets on how to protect yourself, your property and your vehicle.

Weblinks: [Crime Prevention Victoria](#); [Public Transport Victoria](#); [City of Port Phillip](#); [Study Melbourne](#).

Victims of Crime

The [Victims of Crime Helpline](#) provides 24-hour information, referral and support to victims of crime on telephone 1800 819 817 and information can also be found on their website.

Support and counselling are available for victims of sexual assault. Please visit the [Sexual Assault Crisis Line](#) website for further information or if you need urgent help call toll free on 1800 806 292.

For a more comprehensive list of emergency numbers and contact details, please see pages 39–41 of this *Guide*.

Employment

If you have been granted Permission to Work, there are restrictions on the number of hours you can work while studying at Collarts:

- a. You cannot undertake work until you have commenced your course in Australia
- b. When your course has commenced you can work a maximum of 40 hours per fortnight during the trimester and unlimited hours when your course is not in session, for example during inter-trimester breaks.

Your working hours should meet your visa conditions and a part-time job must not interfere with your course of study, as study is your number one priority. It is not designed to subsidise your course or living costs.

Students should also check the [Department of Home Affairs](#) website for more details including information on work entitlements for you and your dependent family members if you have permission to work. Use the link above or copy the follow link into your internet browser: <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500>.

You can also refer to the [Fairwork Ombudsman](#) for information about your workplace rights.

Students can apply to the Department for permission to work in Australia once their course has started. To work in Australia, you will require a Tax File Number (TFN). For information on how to obtain a TFN, visit the [Australian Taxation Office](#) website or call 13 28 65.

Employment opportunities are widely publicised through websites such as [Seek](#) or [CareerOne](#). If you are interested in volunteering, visit [Victoria's Volunteering Portal](#) to find and register for volunteering opportunities in and around Melbourne.

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Health Insurance & Health Services

The health care system in Australia initially may appear quite complex. As an overseas student you are required by the DHA to have health insurance at all times while on a student visa. This insurance is called [Overseas Students Health Cover](#), known as OSHC.

The facilities and services you have access to will depend on the health insurance provider you choose for your OSHC. OSHC covers you for certain medical costs if you need to visit a doctor or go to hospital whilst you are studying in Australia. Or you may like to visit [OSHC Australia](#) where you can compare quotes for your OSHC in one place, which can be helpful when making a decision for coverage to suit your circumstances. Or you may go directly to a number of providers including:

- [Australian Health Management](#)
- [BUPA Australia](#)
- [Medibank Private](#)
- [OSHC Worldcare](#)
- [NIB](#)

If you visit a doctor, although you have private health insurance, you may not be refunded the full fee. Some doctors charge more than the basic scheduled fee recommended by the Government. Normally you will get back 85% of this fee from the health fund. Always ask before making an appointment whether that medical practice charges the scheduled fee or bulk bills i.e. bills your medical fund direct. Doctors and medical practices, locations and telephone numbers can be found in the [Yellow Pages Online](#).

Each public hospital has a 24-hour Emergency Department where you can seek help after hours and during weekends. Expect to wait a long time to see a doctor at a public hospital except in the case of an emergency. Your health insurance covers the total cost of your stay and treatment in a shared ward at a public hospital. Private hospitals are very expensive for treatment and accommodation. Your health insurance will cover some of the cost of a private hospital, but you will have to pay the difference. Hospital names, locations and telephone numbers can be found in the [Yellow Pages Online](#).

The [Private Health Insurance Ombudsman](#) deals with complaints from the private health sector—if you have a problem or wish to make a complete, visit their website or call 1800 640 695.

Driving in Victoria

All motor vehicles regardless of whether they are imported or manufactured in Australia must be registered to be allowed on public roads in Victoria. For information on how to register a car in Victoria, visit the [Vic Roads](#) website.

In order to drive in Victoria, you need a valid permit or driver's licence. If have entered Victoria under a temporary visa, you can drive on your overseas driver licence for as long as it is current providing it is in English or accompanied by an English translation or International Driving

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Permit. If you have entered Victoria under a permanent visa, there is a limited time on which you can drive on your overseas driver licence but after this time you must apply for a Victorian driver licence. For information on overseas drivers in Victoria, visit the [Vic Roads](#) website.

Opening a Bank Account

For students wishing to open a bank account, a good starting point is the [Australian Banking Association](#) website which lists twenty-five member banks.

Religious Places of Worship

Melbourne is a multi-faith society where most religions of the world are practised. All faiths have places of worship and they can be easily located online.

Translating & Interpreting Services

If you require interpreting and translating services, visit the national [Translating & Interpreting Service](#) (TIS) website and click on 'Interpreting and Translation' or call 131 450.

Information on other interpreting and translating services may be found at the following websites:

[Victorian Interpreting & Translating Services](#)

[Health Translations](#)

[Victorian Multicultural Commission](#)

Transport & Getting Around Melbourne

Street Maps

There are a number of online maps, which will give directions from your location:

[Google Maps](#)

[Whereis](#)

[Street Directory](#)

Public Transport Timetables

[Public Transport Victoria](#)

ESOS Framework

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the *Education Services for Overseas (ESOS) Act 2000* and the *National Code 2018*.

Protection for Overseas Students

As an overseas student on a student visa, students must study with an education provider and in a course that can be found on the [Commonwealth Register of Institutions and Courses for Overseas Students](#) (CRICOS). Registration guarantees that the course and the education provider at which the student studies meets the high standards necessary for overseas students. Please check carefully that the details of the course—including its location—match the information on CRICOS.

Student Rights

The ESOS framework protects student rights, including the right to:

- Receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from the provider and the provider's agent
- Sign a written agreement with the provider before or as fees are paid, setting out the services to be provided, fees payable and information about refunds of course money. Students should keep a copy of the written agreement
- Get the education you paid for. The ESOS framework includes consumer protection that will allow students to receive a refund or to be placed in another course if the provider is unable to teach the student's course.

The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information students have a right to know and services that must be offered, including:

- orientation and support services to help students study and adjust to life in Australia
- overseas students contact officer or officers
- if students can apply for course credit
- when a student's enrolment can be deferred, suspended or cancelled
- what the provider's requirements are for satisfactory course progress and what support is available if students are not progressing well
- if attendance will be monitored
- the complaints and appeals process.

Student Responsibilities

As an overseas student on a student visa, students have responsibilities to:

- satisfy student visa conditions
- maintain Overseas Student Health Cover (OSHC) for the period of stay
- meet the terms of the written agreement with the education provider
- inform Collarts of any change your address within seven days
- maintain satisfactory course progress
- follow the provider's attendance policy (if attendance is recorded for the student's course).

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Contact Details

For ESOS rights and responsibilities

Web: www.studyinaustralia.gov.au

ESOS Helpline: 1300 615 262

Email: iehotline@education.gov.au

The Department of Home Affairs (DHA) for visa matters:

Web: <https://www.homeaffairs.gov.au>

Phone: 131 881 in Australia

Emergency Numbers & Contact Details

Emergency Numbers

POLICE 000

AMBULANCE 000

FIRE 000

Abortion, Pregnancy & Grief Counselling

Pregnancy Support Helpline ☒ <https://www.health.gov.au/pregnancyhelpline>

) 1800 882 436

Crisis Help Network ☒ <http://www.melbourne.homeless.org.au>

) 13 11 14

Department of Human Services ☒ [Crisis Accommodation Network](#)

) 1800 825 955

Salvation Army Care Line ☒ salvationarmy.org.au

) 13 72 58

Lifeline ☒ <https://www.lifeline.org.au>

) 13 11 14

Victims Support Agency ☒ [Victims of Crime Victoria](#)

) 1800 819 817

Alcohol & Drug Information

Department of Health Victoria ☒ [Alcohol & Other Drug Treatment Services](#)

) 1800 888 236

Alcoholics Anonymous ☒ <https://aa.org.au>

) National 1300 222 222

Narcotics Anonymous ☒ <https://www.na.org.au/multi/>

) National 1300 652 820

) 0488 811 247

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Australian Search & Rescue

- Australian Search and Rescue ☒ <https://www.amsa.gov.au>
- General Enquiries (Main Switch)) +612 6279 5000
-) 1800 627 484

Child Protection

- Department of Human Services ☒ [Victorian Child Protection Service](#)
-) Emergency 000
-) Crisis Line 131 278

Consulates in Australia

To speak to your country's representative in Australia ☒ [Consulates in Australia](#)

24-HOUR CONSULAR EMERGENCY HELPLINE

-) Within Australia: 1300 555 135
-) Outside Australia: +61 2 6261 3305
-) SMS: +61 421 269 080

Counselling

- Accommodation Crisis ☒ [Homelessness Support](#)
 -) 13 11 14
 - ☒ [Crisis Accommodation Network](#)
 -) 1800 825 955
 - Salvation Army Care Line ☒ [Salvation Army](#)
 -) 13 72 58
 - Lifeline ☒ <https://www.lifeline.org.au>
 -) 13 11 14
 - Gamblers Counselling Services ☒ [Gamblers Help Online](#)
 -) 1800 858 858
 - Gay and Lesbian Counselling Services ☒ [Switchboard](#)
 -) 1800 184 527
 - ☒ [Rainbow Health Victoria](#)
 -) +61 3 9479 8760
- ## Domestic Violence & Sexual Assault
- National Sexual Assault, Domestic & Family Violence Counselling Service ☒ <https://www.1800respect.org.au>
 -) 1800 737 732
 - Domestic Violence Services ☒ [Domestic Violence Resource Centre Victoria](#)
 -) +613 8346 5200
 - ☒ [Safe Steps](#)
 -) 1800 015 188
 - Sexual Assault Services ☒ [Sexual Assault Crisis Line](#) or <https://www.casa.org.au>
 -) 1800 806 292

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Interpreting Services

Interpreting Services (TIS National)

✉ <https://www.tisnational.gov.au>

) 13 14 50

Legal Services

Legal Aid

✉ [Legal Aid Victoria](#)

) 1300 792 387

Poisons Information Centre

Poisons Information Centre

✉ <http://www.austin.org.au/poisons>

) 13 11 26

Smoking

Quitline

✉ [Quit Now](#)

) 13 78 48