

Edith Cowan University

Student Guide 2019

Your Key Contacts

ECU Enquiries

Phone: 134 328 Email: enquiries@ecu.edu.au Web: askus.ecu.edu.au Facebook: facebook.com/students.ecu Twitter: twitter.com/ECU

Student Hub

Phone: 134 328 Email: enquiries@ecu.edu.au Joondalup Campus – Building 34, Level 1 Mount Lawley Campus – Building 3, Level 1 South West Campus – Building 1

Support Services

Careers and Employability Services

Phone: (61 8) 6304 5899 Email: careers@ecu.edu.au Web: ecu.edu.au/careers

Equity, Diversity and Disability Service

Phone: (618) 6304 6960 Email: studentequity@ecu.edu.au Web: intranet.ecu.edu.au/student/support/ student-equity

Student Health Services Phone: Joondalup (61 8) 6304 5618 Phone: Mount Lawley (61 8) 9370 6814 Web: intranet.ecu.edu.au/student/support/ student-health

Counselling Service

Phone: (61 8) 9370 6706 Email: counselling@ecu.edu.au Web: ecu.edu.au/counselling

Multifaith Chaplaincy Service

Web: intranet.ecu.edu.au/student/campuslife/campus-facilities/multifaith-centre

Student Finance Scholarships Phone: 134 328 Email: enquiries@ecu.edu.au Web: ecu.edu.au/scholarships

Fees

Phone: 134 328 Email: enquiries@ecu.edu.au Web: fees.ecu.edu.au

Library Services Phone: (61 8) 6304 5525 Email: library@ecu.edu.au Web: ecu.edu.au/centres/library-services

IT Service Desk Phone: (61 8) 6304 6000 Email: itservicedesk@ecu.edu.au Web: intranet.ecu.edu.au/student/support/ it-support

Emergencies and Campus Security Phone: (61 8) 6304 3333 Email: securityoperations@ecu.edu.au Web: ecu.edu.au/security

ECU is committed to reconciliation and recognises and respects the significance of Aboriginal and Torres Strait Islander peoples' communities, cultures and histories. ECU acknowledges and respects the Aboriginal and Torres Strait Islander peoples, as the traditional custodians of the land. ECU acknowledges and respects its continuing association with Nyoongar people, the traditional custodians of the land upon which its campuses stand.

Message from the Vice-Chancellor

Edith Cowan University (ECU) courses are developed in consultation with industry, and our exceptional teaching staff have the industry experience and networks to benefit you. That's why, as an ECU student, you can expect access to placement opportunities, fieldwork, practicums and networking events as part of your studies.

This approach has been rewarded with a five-star rating for teaching quality over the past twelve years, along with consistently high ratings for graduate satisfaction and student support, as reported in the **Good Universities Guide**.

All members of the ECU community are encouraged to familiarise themselves with, acknowledge and adopt, our University's guiding values. These are:

- · Integrity behaving ethically and pursuing rigorous intellectual positions
- Respect valuing individual differences and diversity
- Rational Inquiry motivated by evidence and reasoning
- Personal Excellence striving to realise potential

I wish you all the best for your time with us at ECU. I hope you succeed in your studies, make lifelong friends and enjoy all that the university experience has to offer.

Professor Steve Chapman CBE Vice-Chancellor January 2019

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Getting You Started

Virtual Information Pack

The Virtual Information Pack (VIP) will take you step by step through the information and actions needed to respond to your offer, activate your accounts and ensure you are able to complete your enrolment.

All students should complete this after they receive their offer letter.

There is a direct link to the Virtual Information Pack on the ECU homepage.

More info:

Web: ecu.edu.au/new-students/virtualinformation-pack

Ask Us keywords: Virtual Information Pack

Ask Us

Ask Us is a knowledge-base of frequently asked questions that you can search to find out information and seek answers. Look for the 'Got A Question? Ask Us' link at the bottom of every ECU webpage. If you can't find the answer in Ask Us, you can use the same service to send us your question or chat to us live online.

Within this Student Guide, wherever you find a reference to 'Ask Us Keywords', type the supplied keywords into Ask Us to obtain further information or links to relevant webpages.

More info: Web: askus2.ecu.edu.au

Orientation

ECU's essential orientation program runs prior to and into the start of semester. We have a range of fun and informative events planned for students during the orientation period to help you successfully transition to the uni life and thrive when starting your studies.

Events are offered at the Joondalup, Mount Lawley and South West campuses. You can attend any event location, even if you study at another campus or are enrolled to study online.

- Visit ecu.edu.au/orientation to check out the events and register for those you are able to attend. Some events book out fast so it's important to register online early to avoid missing out!
- Get ready to enjoy your first days on campus! If you miss an orientation event or are an off-campus student who can't attend, you will find some helpful recordings and resources on our Orientation webpage, including a series of modules that will teach you everything you need to get started. These are called SLIDE: Student Learning in a Digital Environment.

More info:

Web: ecu.au.libguides.com/slide Web: ecu.edu.au/orientation Ask Us keywords: Orientation



Activating Your Student Login

You are automatically allocated an ECU student account when you apply for a course at ECU, and it is activated when you work through your Virtual Information Pack (VIP). The VIP process will let you know your username and password which you use to login to the University's systems.

This will give you access to your Student Portal, SIMO (Student Information Management Online), ECU student email, the learning management system Blackboard (MyECU), campus Wi-Fi and the student computers on campus.

For any queries or problems in activating or accessing your account contact the IT Service Desk.

More info:

Telephone: (618) 6304 6000

Email: itservicedesk@ecu.edu.au

Web: ecu.edu.au/new-students/virtualinformation-pack

Web: intranet.ecu.edu.au/student/support/ it-services

Ask Us keywords: computer account



Student ID Card

You need to arrange your university identity (ID) card when you enrol as a student with ECU. Your Student ID Card has multiple uses and serves as:

- Your photo identification as an ECU student
- Your borrowing card for ECU campus libraries and multimedia resources
- Your print credit card for printing and photocopying
- Your Transperth SmartRider travel concession card, if you so choose
- Your confirmation of identity at examinations
- Your access card for entry to areas related to your course and after hours access to the eLabs

New and replacement cards can be obtained from Multimedia Resources on each campus during library opening hours:

- Joondalup: eLab counter, Building 31
- Mount Lawley: eLab counter, Building 10
- · South West: eLab counter, Building 3

If you can't make it to a campus to get your Student ID Card you can apply online.

More info:

Web: intranet.ecu.edu.au/student/ support/it-services/getting-connected/ student-id-cards

Ask Us keywords: Student ID, Access, Print

Student Portal

Your Student Portal is your gateway to a range of services and information to support your study including Blackboard, SIMO, your student email, ECU Library Services and a wide range of university information.

To access your Student Portal click on the Student/Staff Portal button on the ECU homepage, then login using the ECU Login ID and password you set up when completing your Virtual Information Package.

More info:

Web: portal.ecu.edu.au

Ask Us keywords: Portal

Student Information Management Online

Student Information Management Online, also known as SIMO is where you can:

- Enrol in units before the start of each semester
- Obtain your class timetable
- See your exam times and dates
- · View your results

You first access SIMO when you complete the Virtual Information Pack and use it to enrol in your first semester units. You can then login to SIMO through the login links on the left hand side of the Student Portal.

More info:

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Web: portal.ecu.edu.au

Ask Us keywords: SIMO



Blackboard is the online learning environment where you can access unit specific information such as reading lists and forums, and communicate with your lecturer.

Each unit uses Blackboard in different ways depending on the lecturer's preferences.

If you are an off-campus student, Blackboard is where you access all your unit's study materials.

You can access Blackboard from the links on the left hand menu in the Student Portal.

More info:

Web: blackboard.ecu.edu.au

Ask Us keywords: Blackboard

Student Email

All students are provided with an ECU student email account. It is important to check your student email regularly as the University will send you important information such as re-enrolment periods, exam timetables, semester results and library notices.

You can access your student email by clicking 'My ECU Email' in the left hand side menu in the Student Portal, which will take you to the Office 365 login page. Login in using your student email address (username@our.ecu.edu.au) and ECU password.

More info:

Web: portal.ecu.edu.au

Ask Us keywords: Email

Following Us

Find ECU on your favourite social media platform to keep connected with ECU.

Facebook: facebook.com/students.ecu

Instagram: instagram.com/ edithcowanuniversity

Twitter: twitter.com/ECU

YouTube: youtube.com/edithcowanuniversity



Your Studies

Student Hub

The Student Hub is a dedicated service centre that can assist with the following:

- · Course information and advice
- Enrolment assistance
- How to resume a course following a deferral or discontinuation
- Extensions of time, including time requirements for completion of courses
- · Graduation eligibility

More info:

Joondalup Campus: Building 34

Mount Lawley Campus: Building 3

South West Campus: Building 1

Web: intranet.ecu.edu.au/student/support/ contact-us/course-information-hub

Ask Us keywords: Student Hub

Managing Your Course

Confirming Your Unit Enrolment

It is your responsibility to confirm that your enrolment details, unit selection and personal details are correct. You can do this through SIMO. Please advise the Student Hub if you notice there are any errors or omissions in the details, or if you need assistance with your enrolment.

More info:

Visit: Student Hub

Email: enquiries@ecu.edu.au

Ask Us keywords: confirming enrolment

Advanced Standing

You can apply for Advanced Standing to receive credit towards an ECU degree if you have relevant prior learning, which you obtained through employment or studies at another university or recognised tertiary institution (including TAFE). This is sometimes referred to as Recognition of Prior Learning (RPL).

More info:

Web: ecu.edu.au/future-students/ course-entry/advanced-standing

Ask Us keywords: Advanced Standing

ECU Handbook

The ECU Handbook provides you with details of all courses at ECU. You can find details of your course structure, major, minor and units.

More info:

Web: handbook.ecu.edu.au

Credit Points

The Credit Point system is designed to help you keep track of your progress towards completing your qualification. You will find the following basic information helpful:

- To complete a single Bachelor degree, you require 360 480 credit points.
- If you are studying full-time, you are completing between 45 – 60 credit points per semester.
- You can find out the credit point value of your units by checking the ECU handbook.
- The majority of undergraduate units at ECU are 15 credit points.

More info:

Visit: Student Hub (see page 9)

Web: handbook.ecu.edu.au

Ask Us keywords: Credit points

Course Advice, Changes or Withdrawal

If you want more information about your study options, are thinking of changing your course, withdrawing from a unit or wish to find out more about your career options, there are a range of departments that can help. The below services can explain what alternatives are available:

- Careers and Employability Services for career planning
- Student Hub for course advice, study planning and administrative assistance
- Student Recruitment for advice on alternative courses

IMPORTANT: International students who are considering changing their course/major must be aware of the implications it may have on maintaining their Student Visa. International students must call 134 328 and arrange an appointment with a Student Success Officer in order to change their course.

More info:

Visit: Student Hub (see page 9)

Ask Us keywords: Course advice, Course change

Re-enrolments

You will need to re-enrol on SIMO for both Semester 1 and 2 by the set deadlines. Enrolled students (or those on intermit status up to 12 months from the date of intermit) will be advised of these dates via email, and the SIMO homepage.

More info:

Ask Us keywords: Re-enrolment

Examinations

You will be able to access your draft exam timetable on SIMO approximately eight weeks before the examination period and the final exam timetable approximately six weeks before. Queries about exam rules and procedures should be directed via the 'Got a Question? Ask us' link available at the bottom of the ECU homepage and on the Student Portal.

Queries regarding exam content and/or format should be discussed with your lecturer.

More info:

Email: enquiries@ecu.edu.au

Web: intranet.ecu.edu.au/student/ my-studies/exams-and-results

Ask Us keywords: Exams

Results

Your final unit results will be released on SIMO approximately four weeks after the final examination period.

On completion of your course, a hard copy official Statement of Academic Record, along with a course complete letter, is mailed to your correspondence address usually within two weeks after the results are available on SIMO. If you require an additional official Statement of Academic Record, you can request one through Student Hub. For further details, please refer to the 'Got a Question? Ask us' link available at the bottom of the ECU homepage and on the Student Portal.

More info:

Web: intranet.ecu.edu.au/student/ my-studies/exams-and-results

Ask Us keywords: Result

Course Status

Each semester, the University monitors your academic progress and assigns you a course status in line with the University's Admission, Enrolment and Academic Progress Rules.

Good Standing

'Good Standing' applies to students who are making satisfactory course progress. You will commence your first semester of study with ECU on 'Good Standing'.

Probation

'Probation' status is a warning that you are making marginal progress in your course and that your academic performance will be monitored. ECU will advise you in writing if your enrolment has been assigned 'Probation' status.

At Risk

'At Risk' status is a warning that you are deemed to be at risk of being excluded from your course. You will also be restricted to an enrolment of no more than 45 credit points. ECU will advise you in writing if your enrolment has been assigned 'At Risk' status.

Exclusion

Students are excluded from their course when they have failed to achieve satisfactory progress. International students note: being placed on 'Probation', 'At Risk' or 'Excluded' status may have serious implications, as failure to achieve satisfactory academic progress is considered a breach of your Student Visa.

More info:

Ask Us keywords: Academic progression status

Appealing Unit Results or Excluded Course Status

If you are not satisfied with an assessment, unit result, examination or your course status, you have the right to lodge an appeal within 20 business days of the result being released on SIMO.

More info:

Web: intranet.ecu.edu.au/student/ my-studies/exams-and-results

Ask Us keywords: Results, appeals



Library

Library services work in partnership across the University to offer seamless services and a welcoming environment. The digital world can be overwhelming but the library is here to assist you to find the right resources, and support your learning and research on and off-campus. The library helps you save valuable time by enabling you to find what you need. Library resources are discoverable via ECU Worldsearch and your study is supported by several online research and referencing tools and apps.

The Mount Lawley Campus library offers a Curiosity Studio. The resources in this space can help you try new devices and new digital approaches (3D printer, electronics, and makerspace). At Joondalup, you have 24/7 card access to the social learning space, including sleep pods.

Other services offered at ECU libraries include:

- Online access to key academic and scholarly resources (see Library Services overview), assignment support through finding the right information, workshops and peer to peer support.
- Research support.
- Borrowing from the print resources from other Australian university libraries.
- Supporting you through your learning journey (academic integrity, using scholarly resources).
- Bookable quiet study and group learning facilities.
- Computer facilities, including photocopying, scanning and printing.
- · Microwave ovens and vending machines.

More info:

Phone: (61 8) 6304 5525

Web: ecu.edu.au/centres/library-services

Email: library@ecu.edu.au

Twitter: twitter.com/ECU_Library

Ask Us keywords: Library

Referencing

At ECU, all written assessments are required to follow a standard referencing format. Referencing is a formal, systematic way of acknowledging the sources that you have found in your research and used in your assessment. Failing to acknowledge other writers' words, ideas or theories, either intentionally or unintentionally is considered plagiarism.

Follow the ECU Referencing Guide to ensure that you understand and use correct referencing.

More info:

Web: ecu.edu.au/centres/library-services/ how-to-guides/referencing

Ask Us keywords: Referencing

Slide Modules

- Need to get familiar with using ECU's Digital Learning Environment?
- Don't know what Blackboard is?
- What about how to use it?
- Not sure how to access your student email account?
- Need tips on how to participate in classes and discussion boards?
- Need some tips on safe use of social media?

Check out the **SLIDE Modules**. They cover a range of topics that will help you get engaged with learning at ECU, transition to uni life and set you up to succeed.

More info:

Web: ecu.au.libguides.com/slide

Learning Advice

Learning Advisers can assist you with developing your study skills and can answer many questions regarding your studies.

For example:

- How do I keep up with all the reading?
- What should I be doing with my lecture notes?
- How do I know if I'm plagiarising?
- What makes a good essay or assignment at university level?
- How do I reference?

If you would like assistance with these or other study related questions, please check the range of activities and resources offered by Learning Advisers on ECU campuses. These can be found by visiting the Academic Skills Centre, which is accessible through the 'My Communities' tab on your Blackboard homepage.

More info:

Web: intranet.ecu.edu.au/student/ my-studies/study-advice/learning-advisors

Ask Us keywords: Learning Advice

Lynda

As an ECU student, you have unlimited FREE access to Lynda.com, which is an online library of high-quality instructional videos on the latest software tools and skills. With more than 4,918 courses and 186,181 video tutorials taught by industry experts, Lynda.com is designed for all levels of learners and is available whenever you're ready to learn. You can even view courses on your iPhone, iPad, Android phone or tablet, or other mobile devices. Lynda.com experts have curated playlists to help you get started in any of our subjects.

More info:

lynda.com

Web: lynda.com/newcourses.aspx Ask Us keywords: Research Support

Academic Calendar

The calendar on page 14 contains the standard term dates for 2019. Your course may use a different calendar. You should check your school webpage to confirm which calendar applies to you.

More info:

Web: intranet.ecu.edu.au/student/datesand-events/academic-calendar

Financial and Academic Penalty Dates

You should be aware of the census or reporting dates when enrolling in a unit, as these indicate when you can withdraw without incurring a penalty (either financial or academic).

Census Dates

The Census Date is the date on which your enrolment is deemed to be finalised. After the Census Date you will be charged for your unit(s) and start accumulating a HECS-HELP or FEE-HELP debt. You must make any upfront payments and submit any request(s) for Commonwealth assistance by the Census Date.

To withdraw from a unit without incurring the cost for that unit, you must do so before the Census Date.

More info:

Web: intranet.ecu.edu.au/student/ dates-and-events/withdrawal-dates

Ask Us keywords: Census Date



2019 Academic Calendar

MONTH	MON	FRI	SEMESTER PATTERN ALL SCHOOLS	SCHOOL TERMS WA
DEC	31	4		
JAN	7	11		
	14	18		
	21	25		
	28	1		
FEB	4	8		4 FEB
	11	15	ORIENTATION	
	18	22		
	25	1	1	
MAR	4	8	2	
	11	15	3	
	18	22	4	
	25	29	5	
APR	1	5	6	
	8	12	7	12 APR
	15	19	8	
	22	26	MID SEMESTER BREAK	
	29	3	9	29 APR
MAY	6	10	10	
	13	17	11	
	20	24	12	
	27	31	13	
JUN	3	7	STUDY WEEK	
	10	14	EXAMS	
	17	21		
	24	28	INTER SEMESTER	
JUL	1	5		5 JUL
	8	12	DEFERRED EXAMS	

MONTH	MON	FRI	SEMESTER PATTERN ALL SCHOOLS	SCHOOL TERMS WA
	15	19		
	22	26	ORIENTATION	22 JUL
	29	2	1	
AUG	5	9	2	
	12	16	3	
	19	23	4	
	26	30	5	
SEP	2	6	6	
	9	13	7	
	16	20	8	
	23	27	9	27 SEP
	30	4	MID SEMESTER BREAK	
ОСТ	7	11	10	
	14	18	11	14 OCT
	21	25	12	
	28	1	13	
NOV	4	8	STUDY WEEK	
	11	15	EXAMS	
	18	22	EXAMS	
	25	29		
DEC	2	6		
	9	13	DEFERRED EXAMS	
	16	20		19 DEC
	23	27		

Alternative Semester Dates

Some Courses in the following Schools use alternative Semester Dates. Please contact the Student Hub for more details.

- Education
- WAAPA
- Nursing & Midwifery
- South West

University Observed Public Holidays

New Years Day	1 January
Australia Day	26 January (observed Monday 28 Jan)
Good Friday	19 April
Easter Monday	22 April
Anzac Day	25 April (Thursday)
Christmas Day	25 December
- · -	

Boxing Day 26 December

Academic Penalty Dates

The Academic Penalty Date is the date on which your academic participation in a unit is confirmed.

You must withdraw from a unit before this date to avoid incurring a fail for the unit, which carries a grade of WF (withdrawn fail). This applies to all courses except VET, honours, research masters or doctoral thesis units.

More info:

Web: intranet.ecu.edu.au/student/ dates-and-events/withdrawal-dates

Ask Us keywords: Academic penalty date

Postgraduate Services

Graduate Research School

ECU's Graduate Research School (GRS), provides a supportive environment for research students and their supervisors. We aim to enhance the quality of the research experience and culture at ECU by providing face-to-face and online training, seminars, academic events and social activities.

The GRS workshops are free and will help you to develop new research and professional skills, and provide the opportunity to network with other researchers. We also offer regular social events to encourage a collaborative and supportive peer network.

More info:

Web: reachyourpotential.com.au/grs

SOAR Centre

The SOAR Centre is based on the Joondalup and Mount Lawley campuses, and is a peer-to-peer support service for all Higher Degree by Research (HDR) and Honours candidates. Our SOAR Ambassadors, who are also research candidates, offer free support and resources for the transition to life as a researcher, career development and building research skills.

Appointments can be booked online or, alternatively, you can drop-in for a chat and become part of the research community.

More info:

Web: intranet.ecu.edu.au/research/ for-research-students/soar-centre

Ask Us keywords: Research Support

Other Research Support

Extensive support for research students is also offered through the Office of Research and Innovation, Library, Research Centres, Postgraduate Coordinators and school-based services. You will have:

- Dedicated Research Consultants, who provide advice on planning your research, research design and methodology, data analysis and reporting.
- Dedicated Academic Writing Consultants, who provide advice on writing research proposals and theses. They can also assist with initial planning of a text, structuring and organising ideas, as well as grammar and style problems.

ECU Study Overseas

There are a number of opportunities for you as an ECU student to broaden your skills, knowledge and intercultural awareness by undertaking part of your study overseas.

ECU has more than 90 exchange partners in 35 countries, and there are financial assistance options which can assist you in undertaking an overseas study experience.

Due to the time involved in planning and applying to study overseas you should

contact the Student Hub as early as possible to discuss your options for studying overseas as part of your ECU degree.

More info:

Web: intranet.ecu.edu.au/student/ my-studies/study-opportunities/ study-overseas/study-abroad

Ask Us keywords: Study abroad

E STUDENT ASSISTANCE START YOUR JOURNEY HERE

Your Support

Student Hub

The Student Hub on each campus is the first point of reference for all student enquiries, including:

- Administration needs
- Enrolments
- · Course information and advice
- · Graduation eligibility
- · Student support services
- Lodgement of forms
- Lost property
- Accepting EFTPOS, credit card and cheque payments

More info:

Joondalup Campus: Building 34 Mount Lawley Campus: Building 3 South West Campus: Building 1 Telephone: 134 328 Email: enquiries@ecu.edu.au Web: intranet.ecu.edu.au/student/support/ contact-us

Ask Us keywords: Student Hub

Student Health Services

The Student Health Services provide General Practitioner (GP), Nurse and Allied Health services to assist you with your health care needs. Appointments are recommended and all consultations occurring within the Student Health Services are strictly confidential.

General Practitioner services provided to local students are direct billed to Medicare. Services provided to international students with current Overseas Student Health Cover (OSHC Allianz and OSHC Medibank Private only) are direct billed to the provider. Physiotherapy services are privately billed (available in Mount Lawley only).

More info:

Joondalup Campus:

Building 6, Room 230 Phone: (61 8) 6304 5618

Mount Lawley Campus: Building 8, Room 109 Phone: (61 8) 9370 6814

South West Campus: there is no medical centre on campus, but there are medical centres in Bunbury and surrounds.

Web: intranet.ecu.edu.au/student/support/ student-health

Ask Us keywords: Health Services

Counselling Service

The Counselling Service is a free and confidential service to all current ECU students residing in Australia to address any personal issues that impact on your studies. Counsellors can provide you with emotional support, help you understand the problems you have and assist you to find new solutions and new ways of coping. Sometimes, specialised support or treatment from other agencies may be required. If this needs to happen, your counsellor will discuss a referral with you.

You can talk to a counsellor about anything that is causing you concern, such as:

- Balancing study, life and work.
- · Managing your time effectively.
- Cultural adjustment and living away from home.
- Feeling stressed, anxious or depressed.
- Difficulty studying, worrying about achievement, doing presentations and exams.
- Problems in relationships with family, friends and partners.
- You have been sexually assaulted (current or past). If you need to report a sexual assault or sexual harassment incident, information on how to do so can be found here: intranet.ecu.edu.au/student/ support/sexual-assault-and-harassment/ how-do-i-report-a-sexual-assault
- · You are having issues around identity
- You are experiencing suicidal thoughts or difficulties with thoughts around harming yourself.

Reception office hours are Monday to Friday from 8.30am to 5.00pm.

Emergency and After Hours Services information is also available on our website.

More info:

Joondalup Campus: Building 34, Room 245 Mount Lawley Campus: Building 8, Room 109 South West Campus: Building 1, Room 121

Telephone: (61 8) 9370 6706

Email: counselling@ecu.edu.au

Emergency and After Hours: intranet.

ecu.edu.au/__data/assets/pdf_ file/0006/162537/Other-Helpful-Contactsand-Resources.pdf

Web: student.ecu.edu.au/support/ counselling

Ask Us keywords: Counselling

Equity Diversity and Disability Service (EDDS)

The Equity, Diversity and Disability Service (EDDS) provides a free, confidential service for students with a disability or medical condition, either permanent or temporary, which may affect various aspects of life at ECU. EDDS also caters for students who are carers for a family member with a disability or medical condition. Students who register with this service can receive help with:

- · Liaising with academic staff
- · Reading materials in alternative formats
- · Alternative examination conditions
- Resource information and advice
- Assistance with Library services
- Provision of assistive equipment and technology
- AUSLAN interpreting services
- Note-taking and transcription services
- Other support as appropriate.

Please contact the Equity, Diversity and Disability Service for a confidential chat, to find out more information or to register as soon as possible to ensure that appropriate assistance and resources can be organised in good time.

More info:

Telephone: (61 8) 6304 6960

Email: studentequity@ecu.edu.au

Web: intranet.ecu.edu.au/student/support/ student-equity

Ask Us keywords: Equity, Disability

Student Success

Student Success is a specialist student support team located on each campus. Its primary function is to work closely with students who need support in maintaining their studies, due to academic or personal issues.

Student Success is an appointment-based, confidential service providing individualised case management. At the initial appointment a Student Success Officer will establish a tailored action plan to determine strategies to overcome barriers to success. Action plans typically involve referrals to a range of services which could include the Student Hub, Learning Advisers, staff within the School as well as traditional specialist services such as Equity, Counselling, Student Health, as well as external agencies, if required.

Student Success work closely with both Domestic and International students to provide a range of advice that focuses on:

- Study load management
- Alternative enrolment options dependent on the students' personal situation
- Providing access to specialised services

In supporting International students, the Student Success team provides:

- · Enrolment load monitoring
- Advice regarding student visas and associated processes
- Confirmation of Enrolment (COE) variations
- Department of Home Affairs reporting ramifications.

More info:

Telephone: 134 328

Email: studentsuccess@ecu.edu.au Web: intranet.ecu.edu.au/student/support/ student-connect

Ask Us keywords: Student Success Officer

Careers and Employability Services

Get Ready!

With ECU Careers and Employability Services, you could go anywhere.

- Am I in the right course for the career I want?
- How can mentoring and volunteering improve my employability skills?
- Where do I find the best employment opportunities for me and make myself stand out from the crowd?

ECU Careers and Employability Services offer a range of free resources and professional services to help you answer these questions.

Through our service, you will have access to workshops, online resources, virtual and on-campus careers fairs, one-on-one career appointments and a range of volunteering and mentoring opportunities to improve your employability skills and make you an ECU job ready graduate.



CareerHub

- Get access to a range of employment, training, internship, vacation and graduate opportunities
- Register for one of our career workshops
- Discover events including employer visits, regular industry networking events, career fairs and panel discussions
- Book an appointment with a Career and Employability Adviser
- Access online career resources, career direction planning tools and FAQ's
- Stay informed through the CareerHub News page

One-on-one career appointments

- Job search techniques, including résumé writing, how to address selection criteria and what to say in an interview
- Assessing your career development goals and assistance to develop an individual action plan
- Build self-awareness skills to understand your personal strengths, interests and qualities
- Networking and the importance of making contacts within your chosen industry

Volunteering

Taking part in volunteering and mentoring activities improves your leadership, communication and employability skills. It also looks great on your résumé and helps you stand out from the crowd.

- Give back to your local community
- Get involved in important social and environmental issues
- Develop academic, professional and social networks
- · Meet like-minded people.

Mentoring

- Help new students settle in to ECU as a mentor in the Peer Mentoring Program
- Gain insights into your chosen industry and build valuable professional relationships through the Alumni Mentoring Program.

Unlike other university career services, ECU offers ongoing support even after you graduate. Regardless of where you are in your career journey, Careers and Employability Services can help make you an ECU job ready graduate. Don't wait, contact us today!

More info:

Telephone: (618) 6304 5899

Email: careers@ecu.edu.au

Web: intranet.ecu.edu.au/student/support/ careers-and-leadership-services

Ask Us keywords: Careers, Mentor, Volunteer

Faith Support

You, your faith, and your traditions are valued and respected as a member of ECU's dynamic, multicultural and multifaith community. The below resources are available to students:

- The Multifaith Chaplaincy service is available to assist and support your spirituality, to provide care, and foster a sense of community at ECU.
- Mount Lawley Multifaith Centre Room 16A.101 is available for meetings, prayer, bible studies and other faith purposes.
- Joondalup Police Chapel The Joondalup Police Chapel is available to the ECU community.
- Mussallahs are available at Joondalup in Room 17G.101 and at Mount Lawley in Room 16B. For access, call (61 8) 6304 3333.

More info:

Web: intranet.ecu.edu.au/student/campuslife/campus-facilities/multifaith-centre

Ask Us keywords: Multifaith

Online Support

Online units are delivered via virtual learning environment, Blackboard, accessible through the Student Portal.

All students studying online units can access the same services and facilities as on-campus students. ECU is committed to providing you with flexible, student-focused learning opportunities.

More info:

Telephone: 134 328 Email: enquiries@ecu.edu.au Ask Us keywords: Off-Campus, Online

Aboriginal and Torres Strait Islander Student Support

Kurongkurl Katitjin

Kurongkurl Katitjin, pronounced koor-ong-curl cut-it-chin, is a Nyoongar phrase meaning "coming together to learn" and is the name of ECU's Centre for Indigenous Australian Education and Research. Established in 1991, Kurongkurl Katitjin plays a key role in assisting the University to meet its commitment to Aboriginal and Torres Strait Islander people.

The role encompasses support for whole-ofuniversity activities and programs, including facilitating specific teaching, research and social support to meet the academic and cultural needs of Aboriginal and Torres Strait Islander students.

As an important cultural and social hub for Aboriginal and Torres Strait Islander students, Kurongkurl Katitjin is located on the Mount Lawley Campus, with custom facilities located across all campuses.

Tutorial Assistance

Aboriginal Tutorial and Mentoring Program (ATMP)

The Aboriginal Tutorial and Mentoring Program (ATMP) aims to improve the educational outcomes of Aboriginal and Torres Strait Islander students in tertiary courses to the same levels as those of non-Aboriginal Australians. The ATMP covers the cost of engaging a tutor to provide academic and study skills assistance to eligible students.

Students can receive up to two hours tutorial assistance per subject per week, which will be supplemented by an additional total of five hours exam preparation (conditions apply).

The Centre for Learning and Teaching facilitates ATMP for Aboriginal and Torres Strait Islander students at ECU.

To be eligible for ATMP, you must be of Australia Aboriginal or Torres Strait Islander descent, and enrolled (internally or externally) on a full-time or part-time basis in an undergraduate education program. Students will need to complete a student application form every semester.

First year students are strongly encouraged to apply for ATMP to help with your studies in your foundation year.

Bridging, postgraduate and WAAPA students are not entitled to ATMP assistance. However applications from students will be considered on a case-by-case basis.

Student Rooms

Kurongkurl Katitjin provides dedicated study and relaxation areas for Aboriginal and Torres Strait Islander students at ECU.

These areas provide additional computing facilities, quiet space for tutoring sessions and a social hub to connect as a student community. Access can be arranged by contacting Kurongkurl Katitjin.

Elders-in-Residence

Each ECU campus has a local Nyoongar Elderin-Residence. Elders provide high level advice and support for Aboriginal cultural activities across the University to all staff and students.

Appointments can be arranged by email via Kurongkurl Katitjin.

More info:

Email: kk@ecu.edu.au

Web: kk.ecu.edu.au

Ask Us keywords: Indigenous Studies, Tutorial Assistance, Aboriginal, ATMP

International Student Support

Emergency Assistance

Australia's emergency services (Police, Fire or Ambulance) can be reached by calling 000 on any phone. For more information visit **triplezero.gov.au**

International Online Resources

ECU has prepared online resources which will help you transition into study in Australia with ECU. All International Students should explore the information made available via the **Online International Student Induction**.

More info:

Telephone: 134 328

Email: enquiries@ecu.edu.au

Web: ecu.edu.au/new-students/relocatingand-international-students

Maintaining Your Visa

Students must comply with their visa conditions and ECU enrolment requirements in order to retain their Student Visa.

Students will be reported and visas may be cancelled for:

- Not meeting course requirements in relation to enrolment, attendance and satisfactory academic progress including:
 - Studying less than a full-time load without approval from a Student Success Officer (except when completing units in the final semester of the course)
 - Withdrawing or deferring studies without authority
- Failing to provide ECU with address/ change of address details within seven days of arrival or address change
- Not maintaining overseas student health cover (OSHC)

Students are encouraged to familiarise themselves with these conditions and any others by visiting the Department of Home Affairs website.

More info:

Web: immi.homeaffairs.gov.au/visas/ getting-a-visa/visa-finder/study

Ask Us keywords: International Visa

International Support and Assistance

International students are able to access all the support services listed in this guide. Please ensure you have read it thoroughly so you are aware of the services available to you as an ECU Student. In addition to this you can also contact the Student Success Team for assistance with:

- Confirmation of Enrolment (CoE)
- General advice regarding maintaining visa compliance
- Any other issues you are concerned about that may be affecting your studies

More info:

Telephone: (61 8) 6304 2988

Email: studentsuccess@ecu.edu.au

Web: intranet.ecu.edu.au/student/support/ student-connect

Legal Assistance

The ECU Student Guild offers services to help with Financial and Legal support.

More info:

Telephone: (61 8) 6304 2640

Email: studentassist@ecuguild.org.au

Web: ecuguild.org.au/student-assist/



Respect. Now. Always.

Sexual Assault and Harassment

At ECU we are committed to a safe learning and working environment. We have zero tolerance for sexual assault or harassment.

Support is available from ECU and other organisations, no matter when or where the assault or harassment happened.

Support Available

ECU has staff ready to support students. You can decide if, when and where you seek help.

More info:

Web: intranet.ecu.edu.au/student/support/ sexual-assault-and-harassment/who-cani-talk-to-about-my-situation

Who do I Call in an Emergency

If your situation is immediately lifethreatening or urgent:

Call **000** from a landline or Call **112** from a mobile.

Request immediate police attendance and/or ambulance if needed.

ECU Security can be contacted at any time (day or night).

Telephone: (61 8) 6304 3333

ECU Security will also follow up with other ECU support staff or Police and Emergency Services if required.

Report an Incident

You can report a sexual assault directly to ECU on (61 8) 6304 2282 all hours, or by email: **reportassault@ecu.edu.au**

Reporting outside ECU:

- WA Police (131 444) all hours
- The Sexual Assault Resource Centre (SARC) on (61 8) 6458 1828 or 1800 199 888 (free from landline) all hours

Please let an ECU staff member know you have made a report so we can support you.

What Will Happen if I Make a Report?

Your report will be escalated to a senior member of ECU staff as soon as possible. They will attempt to contact you as soon as they receive the report and ask how you wish to proceed. They will arrange any support you may need, including police reporting, counselling, medical appointments, or rehousing.

You may also choose no action be taken other than ECU providing appropriate support.

More info:

Web: intranet.ecu.edu.au/student/support/ sexual-assault-and-harassment



Money Matters

Fees Calculator

The Fees Calculator can be used to calculate the approximate cost of the first year of your course or to search for the cost of a unit.

The rate of fees charged will be dependent on the course in which you are enrolled in, your Citizenship/Visa status and where you are residing.

More info:

Web: intranet.ecu.edu.au/student/ money-matters/fees/fees-calculator

Ask Us keywords: Fees Calculator

Fee Invoices and Due Dates

Tuition fees are payable each teaching period that you are enrolled in a unit. Your fee invoice, which is also known as your Statement of Account, will be available at the beginning of each teaching period (eg. Semester, Trimester, Term) through SIMO. After you have enrolled into your unit(s), and approximately 2-4 weeks prior to the due date, you will receive an email to your student account to advise you of the availability of your Statement of Account.

If you are enrolled into teaching periods other than or in addition to Semester 1 and Semester 2, you will be invoiced separately for these units prior to the relevant due date for that teaching period.

Please note that the due date for payment of fees is not the 'Census' or 'Financial Penalty' date.

More info:

Web: intranet.ecu.edu.au/student/ money-matters/fees

Ask Us keywords: Statement of Account



Fees Help

HECS-HELP, FEE-HELP and SA-HELP are available to eligible students. HECS-HELP is a loan that enables Commonwealth Supported students to defer the payment of their student contribution amounts.

FEE-HELP is a loan scheme available to domestic students in eligible fee-paying programs. SA-HELP is a loan scheme available to eligible students for their Student Services and Amenities Fee (SSAF).

More info:

Telephone: 134 328

Email: enquiries@ecu.edu.au

Web: www.studyassist.gov.au/help-loansand-csps

Web: intranet.ecu.edu.au/student/moneymatters/fees/domestic/help-loans

Ask Us keywords: HECS or HELP loan

Paying Fees

Ensure that you allow time for your payment to reflect on your Statement of Account on SIMO by referring to the payment time as outlined above. If the payment has been made after the due date, you must contact the Fees and Scholarships Office.

More info: Web: payonline.ecu.edu.au

Ask Us keywords: Paying Fees

	PAYMENT METHOD	HOW TO PAY	PAYMENT TIME (BUSINESS DAYS)
	• VISA and MASTERCARD	Access our secure transaction site: payonline.ecu.edu.au for payment 24 hours a day by Credit or Debit Card.	1-2 days
WESTERN Union	 PAYMENT FROM OVERSEAS VISA and MASTERCARD Bank Deposit Bank Transfer 	Payment can be made in your preferred currency from overseas via bank transfer or credit card. Log in via the secure ECU Western Union site: geoforeducation.com/ecu	4 days
PAY	TELEPHONE AND INTERNET BANKING • Savings • Cheque Accounts • VISA and MASTERCARD • Other Credit cards	Contact your participating Bank or Financial Institution to make this payment directly from your cheque account, savings account or credit card. When prompted simply enter the BPAY Biller Code and your reference number shown on your Statement of Account.	3-5 days
BPOINT' Bill Payment	 TELEPHONE PAYMENT VISA and MASTERCARD 	For payment by Debit / Credit (MASTERCARD / VISA) Cards by telephone: Call 1300 BPOINT or 1300 276 468 When prompted, simply enter the BPOINT Biller Code and your reference number shown on your Statement of Account.	3-5 days
\succ	CHEQUE PAYMENT BY MAIL	Mail to: Edith Cowan University Student Fees Office 270 Joondalup Drive Joondalup WA 6027 Please enclose a copy of your Statement of Account.	AUD Cheques 5-10 days
Ť	 PAY AT STUDENT CENTRAL EFTPOS VISA and MASTERCARD Cheque 	 Joondalup Building 18 Mount Lawley Building 3 Bunbury Building 1 Please note cash payments are not accepted. 	1-2 days
\$	CASH PAYMENT • In person at selected Commonwealth Bank of Australia branches	Provide your Student ID Number and Statement of Account available on SIMO to pay at the following W.A. Commonwealth Bank of Australia Branches: • Joondalup • Whitfords • Dianella • Morley • Karrinyup • Mount Lawley • 150 St Georges Tce Perth • Bunbury	1-2 days
	INTERNATIONAL MONEY TRANSFER	Pay by International Money Transfer To transfer money into ECU's bank account: payonline.ecu.edu.au/imt	7 days (timing may vary by bank location)

Student Services and Amenities Fee

In October 2011, the Australian Parliament passed the Higher Education Legislation Amendment (Student Services and Amenities) Bill 2011 to allow universities and other higher education providers to charge a compulsory Student Services and Amenities Fee (SSAF) from 2012. Under the legislation, universities are allowed to charge an annual SSAF which is indexed annually.

The SSAF revenue is allocated entirely to the provision of student services and amenities, ranging from student social clubs and societies, to health, counselling, sport and recreation, student welfare, careers advice, student advocacy, orientation, production and dissemination to students of media, orientation support and student representation.

Your SSAF Fee is not automatically included in any HECS-HELP or FEE-HELP payments and must be paid in addition to your tuition fees. However you may be able to opt to defer payment of the Services and Amenities Fee using SA-HELP via your SIMO account, if eligible.

More info:

Web: intranet.ecu.edu.au/student/moneymatters/student-service-amenities-fee

Ask Us keywords: Services and Amenities Fee

Scholarships

ECU Scholarships are offered to potential students as well as current students and support undergraduate, postgraduate or research degree study. ECU Scholarships aim to assist you financially while you study and can usually be used for a variety of expenses including course fees, text books, other study related or living expenses.

They are available to a wide range of students, such as postgraduate research students, Aboriginal and/or Torres Strait Islander Australians, students from low socio-economic backgrounds, students from rural or regional areas and students with disabilities. They are offered to high academic achievers and those in need of financial support. There are also many awards and scholarships funded by external donors.

Examples include:

- ECU Equity scholarship
- ECU Excellence scholarships
- ECU Aboriginal and/or Torres Strait Islander scholarships
- ECU South West Campus scholarships

More info:

Web: ecu.edu.au/scholarships

Ask Us keywords: Scholarships



Loans

ECU Student Loans are aimed at assisting you to successfully complete your course by improving your circumstances. ECU Student Loans are available to students who meet the eligibility requirements, for amounts between \$500 and \$1,500. The loans are interest-free and must be fully repaid within 12 months (26 fortnightly payments). All student loan applications are assessed in accordance with the Management of Student Loans Policy, see the ECU website for further information including eligibility requirements.

More info:

Web: intranet.ecu.edu.au/student/ money-matters/loans

Ask Us keywords: Loan





Elite Athlete Program

The University recognises and promotes the value of combining both sporting and academic aspirations. ECU is endorsed by the Australian Sports Commission as an Elite Athlete Friendly University (EAFU), supporting elite athletes in achieving and balancing both their academic and sporting pursuits.

There are many elite athletes currently studying at ECU who compete nationally and internationally in a broad range of sports including: AFL, basketball, soccer, netball, athletics, swimming, cycling, rowing, volleyball, hockey and sports for people with a disability.

Visit the ECU website for further information on whether you qualify as an ECU Elite Athlete and to register for the program.

More info:

Web: intranet.ecu.edu.au/student/campuslife/sports/elite-athletes

Military Personnel Program

ECU welcomes defence force personnel and reservists to its undergraduate and postgraduate programs. The University recognises service commitments and supports students to continue their study whilst balancing these commitments.

The University also recognises and values students with previous military experience through support to transition to university and the connection of student veterans.

More info:

Visit: Student Hub (see page 9) Joondalup Campus: Building 34 Mount Lawley Campus: Building 3 South West Campus: Building 1 Email: studentsuccess@ecu.edu.au



Your Campus

Campus Maps

We provide our campus maps in multiple formats to assist you to easily locate our buildings and other facilities, including:

- Interactive campus maps to search and zoom in to find specific locations, rooms and routes
- Downloadable campus maps are provided in PDF format and are suitable for print
- Access and mobility maps that provide information to help you make informed choices about safe and accessible routes to and from, and within, our campuses
- Directories that are located at various points around our campuses.

More info:

Web: ecu.edu.au/about-ecu/our-campuses/ campus-maps

Ask Us keywords: Map

Getting Around

Public Transport

Public transport to ECU is easy. Our Active Transport maps, which are available through our website, illustrate the bus routes and bus stops, CAT bus routes and stops, as well as the train and bus stations.

Joondalup Campus

Our Joondalup Campus is located a short distance from the Joondalup Train Station – making it easy to catch public transport to ECU. You can simply walk from the station to the Joondalup Campus, or there is a free CAT bus service that runs directly from the train station to the Joondalup Campus.

Mount Lawley Campus

The Mount Lawley Campus is located on Alexander Drive, and is well serviced by buses that run to and from Perth every 15-20 minutes, as well as direct services to Morley Bus Station, Alexander Heights and Ballajura.

South West Campus

The South West Campus is located in South Bunbury and is well serviced by TransRegional buses.

More info:

Telephone: (61 8) 9722 7800

Web: pta.wa.gov.au

Ask Us keywords: Transport to ECU

SmartRider

All full-time ECU students are entitled to Transperth concession fares as long as they have a valid Transperth Tertiary SmartRider (no other form of concession will be accepted). Part-time students are not entitled to tertiary concession fares.

Your ECU Student ID Card can also be set up for Transperth travel (instead of getting a separate Tertiary SmartRider), however, you will need to complete the ECU Transperth Consent Declaration form.

Our eLab staff or the Student Hub can assist you, or you can apply online.

More info:

Web: ecu.edu.au/about-ecu/ getting-to-ecu/tertiary-smartrider

Ask Us keywords: SmartRider or Transperth concession

Parking on Campus

All vehicles parked on University grounds on weekdays, between 7.00am and 5.00pm, are required to display either a current valid parking permit or a valid metered parking ticket. All ECU parking areas and bays are clearly marked. You must park within the appropriate marked bay in accordance with your permit/ticket entitlements. If you wish to park on campus, you will need to purchase a Student (Red) parking permit online. For short-term parking, daily and weekly scratchies can be purchased from the campus cafés or Co-Op Shop.

For security reasons, students with a current permit who remain or arrive on campus after 5.00pm are permitted to park in staff bays (marked blue) in order to be closer to the university buildings.

When parking in an ACROD disabled bay you are required to clearly display a current ACROD permit as well as a valid ECU Permit. These bays are enforced 24 hours a day, 7 days a week.

More info:

Web: ecu.edu.au/centres/facilities-andservices/our-services/parking/overview

Ask Us keywords: Parking permit



ECU Joondalup Campus from Perth city by train



ECU Mount Lawley Campus from Perth city by bus



ECU South West Campus from Perth city by car

Cycling and Walking

There are safe pathways that can be used for those who want to travel smart and access the University by walking or cycling. Detailed information on end-of trip facilities such as lockable bike cages, lockers, showers and change rooms can be found on the ECU Campus maps webpage.

Web: ecu.edu.au/new-students/ our-campuses/campus-maps

Ask Us keywords: Campus maps

Student Car Share

The Student Car Share Scheme allows students to hire a vehicle on a short-term basis. ECU has two cars available at Joondalup and two cars available at Mount Lawley.

Student Car Share located at:

 Car Park Ten (10) at ECU's Joondalup Campus

More info:

Email: info@studentcarshare.com.au

Web: studentcarshare.com.au



Urbi

The Urbi Bike Share Scheme offers three docking stations at the Joondalup Campus.

The app-based bike sharing scheme allows users to borrow a bike and helmet. Other Urbi bike stations are located at Joondalup Train Station, Joondalup Health Campus and Lakeside Joondalup Shopping City.

Urbi Bike Share located at:

- Building 22 & 31
- Campus Living Villages

More info: Telephone: (61 8) 9228 9009 Email: info@urbibike.com.au Web: urbi.bike/joondalup/ecu-students/





Security on Campus

ECU Security and Traffic Services is staffed by qualified, professional and committed Security Officers and operates 24 hours a day, seven days a week. Security officers are available via our 24/7 control room to walk you to your car or bus stop when you are studying on-campus during the evening, on weekends or public holidays.

Should you notice any suspicious behaviour, or would like to report an incident please call our dedicated and professional team at any time.

Security telephones are located on an external wall of most buildings and connect automatically to University security staff. Security and Traffic Services ask that all students and staff add the security number to your mobile phone, in case you need assistance.

Telephone: (61 8) 6304 3333

Personal Safety

While Perth, Bunbury and your ECU campus are very safe, clean and friendly, it is important to keep in mind that our campuses are open to the public. Thus, you are encouraged to use your common sense, remain vigilant and be aware of your personal belongings and surroundings.

A few things to keep in mind:

- Keep your valuables in a safe place.
- Do not leave bags containing money or items of sentimental value unattended.
- At night, walk with a friend and keep to well-lit areas. If on-campus, you can ask Campus Security to walk you to your vehicle or around campus.
- Keep your passport, personal items and money in a safe place at all times.
- Always lock the door to your room/home.

More info:

Telephone: Extension 3333 (ECU phone only), or (61 8) 6304 3333 from any external or mobile phone.

Web: ecu.edu.au/security

Ask Us keywords: security, safety

Accommodation

On-Campus (ECU Village)

Accommodation on ECU campuses is provided by Campus Living Villages (CLV). CLV specialises in developing exciting and supportive student residential experiences for education institutions across the globe.

There is an excellent choice of fully furnished, self-catered room options across the three ECU campuses. Residential life is a core focus, with events designed to help students meet people from all over the world, support their studies and learn new life skills.

Prices at the Villages are inclusive of all utilities, making it easy to budget for with no hidden surprises. On-campus accommodation is limited and places fill up fast. We recommend applying as soon as possible to secure yourself a room.

More info:

Web: mystudentvillage.com

Ask Us keywords: accommodation

Off-Campus Accommodation

Campus Living Villages (CLV) can also assist you if you are interested in finding off-campus accommodation. Please contact ECU Village for more information.

More info:

Email: info@ecuvillage.com.au

Ask Us keywords: accommodation

Homestay

Homestay is another alternative style of accommodation to on-campus living. Students selecting Homestay will live in an environment where they can study and have access to the Australian way of life through interaction with another family or individual.

More info:

Web: homestaynetwork.org

Computers and Multimedia

eLabs

You can use computers in the eLabs 24 hours a day, 7 days a week. You will need your student card to enter the eLab after hours.

eLab staff are available during business hours and can assist you with issuing your Student ID Card, provide technical support and to loan AV equipment.

More info:

Joondalup: Library, Building 31, Room 233

Mount Lawley: Building 10, Room 133

South West: Library, Building 3, Room 101E

Web: intranet.ecu.edu.au/student/ support/it-services/support-and-advice

Web: intranet.ecu.edu.au/student/ support/it-services/computing-andprinting-on-campus/borrowing-equipment

Ask Us keywords: computer labs, borrowing equipment, printing, AV equipment, eLabs

Purchasing Computers and Software

ECU students can take advantage of great discounts from Dell and Apple on computers and tablets, and on a range of software from Adobe, IMB, Microsoft and more. You can also download Office 365 apps (e.g. Word and Excel) on up-to five devices and access Lynda.com for free.

More info:

Web: intranet.ecu.edu.au/student/ support/it-services/buying-a-computeror-software

Internet on Campus

ECU students can connect to wireless internet on campus using the ECU and eduroam Wi-Fi networks, as well as wired connection through the Snap2ECU ports, to better support your study and enable access to the ECU network when you are on campus.

More info:

Web: ecu.edu.au/centres/informationtechnology-services/our-services/gettingconnected/access-to-networks

Ask Us keywords: Network access

IT Support and Advice

There is a range of IT support available to you at ECU including the IT Service Desk, eLab staff and IT services intranet pages.

Whether you've forgotten your password, having trouble connecting to the ECU network or want to know more about the IT services available to support your study, we can help.

More info:

Telephone: (61 8) 6304 6000

Email: itservicedesk@ecu.edu.au

Web: intranet.ecu.edu.au/student/ support/it-services/support-and-advice

Ask Us keywords: IT help, IT Service Desk, eLab



ECU Sport and Fitness Centres

Joondalup and Mount Lawley campuses have large modern sport and fitness centres, supported by crèche facilities which can be used by all students and friends of ECU. They offer gym programs, fitness classes, personal training and a separate female friendly exercise area, as well as the opportunity to participate in team sports competitions.

More info:

Joondalup Campus

Visit: Building 22 Telephone: (61 8) 6304 5000 Email: ecusports@ecu.edu.au

Mount Lawley Campus

Visit: Building 21

Telephone: (61 8) 6304 6700

Email: ecusports@ecu.edu.au

Web: ecu.edu.au/about-ecu/campusfacilities/sport-and-fitness

South West Campus

ECU's South West Campus has a well-equipped fitness centre with affordable membership and free appraisals. Students have free casual use of indoor and outdoor sports and tennis courts. Sport and recreation officers organise other free activities such as yoga, konga and team sports.

More info: Email: rpsadmin@ecu.edu.au

Sport - Nationals

All students have the opportunity to represent ECU in a chosen sport at a national level. Multiple sports are available across two divisions and competitions are held in the Gold Coast each year.

ECU's team, the ECU Emus, train on the Joondalup campus before heading east to take on the rest of the Australian universities.

More info:

Web: intranet.ecu.edu.au/student/ campus-life/sports

Sport – Indigenous Nationals

In 2019 the Indigenous Nationals will be held in Perth. Email us to find out about joining the team.

More info: Email: ecusports@ecu.edu.au



Student Guild

The ECU Student Guild is an independent organisation governed by students. The Guild is involved in advocating for the interests of students to the University, promoting student clubs, organising social events, communicating with students, and providing academic and welfare services. Guild membership is free and there are Guild offices on each campus with kitchen and lounge facilities available during opening hours. For more information about the Guild and how to use its services, visit **ecuguild.org.au**

Guild Student Assist Officers

Guild Student Assist Officers help students with issues relating to academic or personal welfare. They provide information, advocacy, support and referral services for students in need. GSA Officers are independent from the University and work with students to voice their interests in any disputes with ECU.

Email: studentassist@ecuguild.org.au Joondalup Campus: (61 8) 6304 2640 Mount Lawley Campus: (61 8) 6304 2640 South West Campus: (61 8) 6304 2640 Web: ecuguild.org.au/student-assist

Second Hand Bookshop

The Guild's second hand bookshop provides a resource for ECU students to buy and sell used textbooks. The bookshop is located at the Joondalup Guild office in Building 34.215. A complete list of books in stock and buy-back conditions are available from the **ECU Student Guild website**.

Phone: (618) 6304 2640

Email: books@ecuguild.org.au

Web: ecuguild.org.au/bookshop

Dircksey (Student Magazine)

Dircksey is your free and independent student magazine. Dircksey is produced by volunteers and is open to artwork and content contributions from all ECU students. Copies are available from stands on all campuses.

Email: editors@ecuguild.org.au

Web: dircksey.com.au

More info: Web: ecuguild.org.au Facebook: ECUguild Twitter: ECUguild Ask Us keywords: Student Guild



The Co-Op Shop

The Co-Op Shop operates at Joondalup, Mount Lawley and Bunbury. It offers a wide range of educational and learning resources as well as software, technology, games, stationary, clothing, lifestyle products, travel accessories and much more.

Open to students, staff and the general public, the bookshop is competitively priced and offers discounts to Co-Op Shop members.

More info:

Web: coop.com.au

Ask Us keywords: bookshop

Childcare

Childcare Centres

Three childcare centres currently operate on or near our Joondalup, Mount Lawley and South West campuses, catering for children aged 0-5 years (long day care only). There is also one crèche at the South West Campus catering for children from 2 months to 6 years of age.

More info:

Joondalup Campus – Building 12 Telephone: (61 8) 6304 5680 Email: joonccc@iinet.net.au

Mount Lawley Campus – Building 26 Telephone: (61 8) 9370 6850 Email: mtlawleychildcare@bigpond.com

South West Campus – College Community Childcare Centre – Robertson Drive, Bunbury Telephone: (618) 9780 7267 Email: collegecommunity@bigpond.com

Web: ecu.edu.au/centres/facilitiesand-services/our-services/childcare/ childcare-centres

Ask Us keywords: childcare

South West Campus – South West Crèche Building 4, Room 153 – 155 Telephone: (61 8) 9780 7723

All bookings are made through **South West Admin:** (61 8) 9780 7798

Web: ecu.edu.au/ecu-south-west/servicesand-facilities/creche-occasional-care

Ask Us keywords: crèche

Occasional Child Care or Occasional Care for Children

Whilst you study or work on campus, ECU Sport and Fitness centres offer students and staff occasional care for children (aged 2 months to 6 years) at the Joondalup or Mount Lawley campuses.

More info:

Web: ecu.edu.au/fas/sport/creche.php

ECU Kids Holiday Program

The ECU Kids Holiday Program is a sport based program offering children a variety of different sports and activities to participate in during the school holidays. The program provides a great environment to develop skills and make new friends.

More info:

Web: ecu.edu.au/fas/sport/ school_holidays.php

Parent Facilities on Campus

ECU provides 'parenting rooms' or 'multi access' rooms on all three campuses.

They are located as follows:

Joondalup

- Building 21, Room 546
- Building 23, Room 322
- Building 31, Room 223
- · Building 34, Room 132A

Mount Lawley

• Building 10, Room 234

South West

• Building 4, Room 15353

All rooms include chairs and a change table.

Food, Cafés and Bars

From a coffee on the run to a substantial meal, the University offers a wide range of food and beverage options on each campus. Each campus features one or several cafés that offer coffee, snacks and meals. The bars at the Mount Lawley and Joondalup campuses also provide alcoholic beverages.

These venues have wireless internet, allowing you to study while you eat. Check the opening hours at each location as these can change according to the teaching periods.

Joondalup Outlets

- Arirang Building 34
- Bermuda Café Building 31
- Boost Juice Building 34
- · Café 23 Building 23
- · Plantation Café Building 1
- Six Street Café Building 6
- Slice of Italy Building 9
- Tavern Building 9
- Van Go Outside Building 18 and Building 23

Mount Lawley Outlets

- Bar Building 12
- Café 10 Building 10 Kiosk
- Central Café Building 12
- Chatterbox Café Student Village
- · Grindhouse Eatery Building 3
- Supernatural Building 17 Kiosk

South West Outlet

• Kulbardi Café – Building 4

More info:

Web: ecu.edu.au/about-ecu/campusfacilities/food-cafes-and-bars

Ask Us keywords: Food

ATMs

Joondalup Campus: ATMs are located outside Café 6 (Building 6)

Mount Lawley Campus: ATMs are located outside Central Café (Building 12), outside the Library (Building 8), and outside Building 4 opposite Grindhouse Eatery.

South West Campus: ATM is located in the foyer Building 3.

More info:

Ask Us keywords: ATM

iSYTE Optometrists

iSYTE Optometrists are located on the Joondalup Campus in Building 6, (next to Café 6).

All consultations are bulk billed to Medicare. Consultations for international students are direct billed to international student health cover providers. Frames, lenses and contact lenses can be directly debited to your private health fund provider.

More info:

Telephone: (61 8) 6304 2525

Email: optometrist@ecu.edu.au

Web: ecu.edu.au/about-ecu/campusfacilities/optometrist

Crown Salon

Crown Salon and Bellisima Beauty Salon are located on the Joondalup Campus in Building 9 (near the tavern), available for all your hair and hair care product needs and beauty services. The salon offers various student incentives at affordable prices throughout the year.

More info:

Telephone: (618) 6304 2888

Web: ecu.edu.au/about-ecu/campusfacilities/hair-and-beauty-salon

ECU Environmental Programs

Environmental programs have been developed to help achieve targets set to reduce ECU's carbon footprint. These programs focus on reducing the impacts of the following areas, making ECU a more sustainable organisation.

Energy

ECU aims to be energy efficient by encouraging staff and students to turn off electricity when not in use. We use energy efficient lighting and buildings are designed with passive solar in mind where possible.

Water

ECU is aware that Perth has limited fresh water and we try to be innovative and conservative when using water.

Our toilets are now all water efficient and/ or waterless and kitchen and bathroom taps have water saving flow regulators.

We use mostly groundwater on our garden and landscaped areas and use waterwise plants.

ECU has phased out the use of single-use plastic water bottles and straws.

Waste

ECU provides separation of waste to ensure we recycle as much as possible and reduce the waste we send to landfill.

We encourage students and staff to recycle and provide signage and information around campus to ensure this happens.

We support the ethos of reducing waste and reusing where possible.

Transport

ECU encourages active forms of travel such as cycling, trains, walking and buses to and from campus with the aim of reducing air pollution associated with driving.

More info:

Web: ecu.edu.au/about-ecu/environment

Smoke-Free Campus

ECU has been smoke-free since 2012 to provide a healthier clean air environment for staff, students and visitors. The smoke-free initiative applies to all University campuses and facilities including car parks, ovals and all University leased premises.

Information and support is available for anyone wanting to quit smoking.

More info: Web: ecu.edu.au/smokefree





Your University

Student Charter

ECU is committed to providing a challenging education environment in which all members of its culturally and geographically diverse community can realise their potential. The needs of the students are our highest priority, and the University will seek to continuously improve the quality of its courses and services to students. In return, ECU invites students to honour their responsibilities to their studies and to contribute to the life of the University. Together, the University and the student body will strive to ensure that every graduate has been given the opportunity to enjoy a fulfilling and rewarding learning experience which has promoted their academic, social and personal growth.

The University has pledged to provide all students with equal opportunities, and embraces its statutory obligations to guarantee an environment free of racial, sexual, religious, cultural and physical discrimination. In addition, the University is committed to the values of integrity, respect, rational inquiry and personal excellence, and the Student Charter is informed by these values. It sets out the standards of provision which students are expected to assume as members of the University.

All students are encouraged to read the full student charter which is available online.

More info:

Web: intranet.ecu.edu.au/student/ my-studies/rules-policy/student-charter

ECU Act, Statutes and Rules

The *Edith Cowan University Act (1984)* establishes the University as a corporate body comprising the Council, the members of staff and you, the enrolled students.

The Act provides for the governance, staffing and financial management of the University.

The internal legislation of the University consists of Statutes and Rules (regulating aspects of the University's affairs); and the Lands and Traffic By-laws. Information about the ECU Act and internal legislation of the University is available on the Strategic and Governance Services webpage.

It is your responsibility as an ECU student to be aware of, understand and comply with the University's Rules, By-Laws and Statutes.

This section lists some important rules that are intended to guide your conduct and behaviour throughout your studies at ECU. Please familiarise yourself with these.

More info:

Web: ecu.edu.au/centres/strategic-andgovernance-services/overview

Web: ecu.edu.au/centres/strategic-andgovernance-services/our-services/policyand-legislation/university-statutes-rulesand-by-laws



Academic Misconduct

ECU regards any form of academic misconduct as unacceptable. Academic misconduct includes, but is not limited to:

- Plagiarism
- Unauthorised collaboration
- · Cheating in assessments
- Theft of another students' work
- Making a false declaration about the material submitted for assessment.

The University defines academic misconduct as follows:

Academic Misconduct – Any conduct in relation to academic work that is dishonest or unfair.

Cheating – Dishonest conduct in any assessment.

Plagiarism – To knowingly or unknowingly present as one's own work the ideas or writings of another, without appropriate acknowledgment or referencing.

This includes, but is not limited to:

- paraphrasing or copying text without acknowledgment of the source
- copying, whether identically or in essence, the text of another student's assignment or other students' assignments
- copying, whether identically or in essence, of visual representations (for example cartoons, line drawings, photos, paintings and computer programs).

More info:

Web: ecu.edu.au/centres/strategic-andgovernance-services/our-services/policyand-legislation/university-statutes-rulesand-by-laws



General Misconduct

Procedures for reporting and dealing with allegations of general misconduct are set out in General Misconduct Rules (Students). ECU regards any form of general misconduct as unacceptable. General Misconduct means misconduct, other than Academic Misconduct, on University premises or in connection with University activities by a student and includes, but is not limited to, conduct which:

- a) breaches the University's Act, Statutes, Rules and/or By-laws or any Resolution of the Council or is deemed or stated to be misconduct under the Statutes, Rules and/or By-laws or any Resolution of the Council; or
- b) constitutes a serious impediment to the carrying out of the University's function, including those academic and administrative functions which are properly ancillary to those provided in the Act or which relate to the participation by any person in the activities of the University; or
- c) breaches any of the student obligations described in Schedule 1 of the General Misconduct Rules (Students); or
- d) is otherwise detrimental to the proper conduct of the University.

More info:

Web: ecu.edu.au/centres/strategic-andgovernance-services/our-services/policyand-legislation/university-statutes-rulesand-by-laws

Copyright

Legislation

The Copyright Act 1968 (Cth) protects the exclusive rights of copyright owners (usually, the creators of the work, their employer or a publisher) to use, publish and otherwise exploit copyright material. The copyright owner's permission is generally required to deal with copyright material in this way. However, in order to balance the rights of owners and the benefits to the education sector of being able to deal with a wide range of copyright material, the Copyright Act permits use of copyright material without the consent of copyright owners under prescribed conditions.

Under the Copyright Act a 'fair dealing' with a literary, dramatic, musical or artistic work does not constitute copyright infringement where it is for the purpose of research or study. Where a work is dealt with for the purposes of research or study and the portion of the work dealt with is a 'reasonable portion' that dealing is a 'fair dealing.' A reasonable portion is one article in a journal, periodical or newspaper (or more than one article if on the same subject matter within that publication); or 10 percent or one chapter of a work published in an edition of 10 pages or more. Where the reproduction is in excess of the above limits, whether or not it amounts to a 'fair dealina' depends upon several factors such as:

- The purpose and nature of the dealing (paid research is not as likely to be considered 'fair dealing')
- The amount and substantiality of the part being copied (this is qualitative rather than quantitative)
- The possibility of purchasing the work within a reasonable time at an ordinary commercial price
- The effect of the dealing upon the potential market (i.e. whether the dealing is likely to deprive the copyright owner of revenue)

Diagrams, tables, graphs, maps, photographs and colour plates of artwork are each complete 'works' in their own right. To copy them separately from the text that they accompany means you are copying the whole work and need to check the fair dealing conditions above.

Copies made under the fair dealing provisions may not be used for any other purpose. When material copied under fair dealing is used for any other purpose, the copy becomes an infringing copy.

The copyright owner's permission must be obtained.

In addition to copyright, the creators of a literary, artistic, musical, dramatic works, computer programs or films may have moral rights under the Copyright Act which entail reasonable acknowledgement and attribution. Learning Advisers and your lecturers/ tutors can help you to understand how to acknowledge and reference other sources of information.

Breach of Copyright

The University takes a very serious view of any copyright breaches including the use of any University facilities (such as the IT system) to infringe copyright. All students are subject to, and expected to abide by, the University policies that are in place to ensure compliance with the *Copyright Act* 1968 (*Cth*).

You are also advised that legal action may be taken by the owner of copyright against students personally if the owner considers that its rights have been infringed by a student.

More info:

Web: policysearch.ecu.edu.au/WebDrawer. PolicySearch/Search

ECU Policies

Governance Services maintains the University Policies Database – a searchable database of all of ECU's policies. As well as keeping the policies database up-to-date, Governance Services publishes a newsletter which lists changes made to the policies database. The policies database webpage may assist you if you wish to learn more about ECU policies or procedures that may be relevant to you.

More info:

Web: ecu.edu.au/centres/strategic-andgovernance-services/our-services/policyand-legislation/policy-and-legislationdirectory

Privacy Policy

ECU will not disclose personal or health information about students to another student, to people outside the University (including parents of students) or to staff who have no need for access to the information, unless you authorise the disclosure in writing.

Exceptions to this general application of the Privacy Policy may include obligations imposed on ECU by law. The University's Privacy Policy provides more detail and is available from the University Policies Database.

More info:

Web: ecu.edu.au/supplemental/privacy

Student Complaints

Concerns that you may have about your experience at ECU can often be easily resolved by discussing them with staff.

If you have a complaint about ECU's service or administrative practices you are welcome to discuss your concerns with a relevant member of staff involved in the service delivery or administration.

If your complaint is not able to be resolved in this way you can lodge a formal complaint. A Formal Complaint Form and further information regarding the handling of student complaints at ECU can be found at the Office of Governance Services webpage below. Students wishing to lodge an appeal against an academic result, or request a review of academic progression status should refer to the steps and deadlines outlined in the 'Managing Your Course' section of this guide, on page 9.

More info:

Email: complaints@ecu.edu.au

Web: ecu.edu.au/centres/office-ofgovernance-services/our-services/studentcomplaints

Ask Us keywords: Complaints

Equity Complaints

As part of its commitment to the principles of equal opportunity in study and work, ECU has internal procedures for the resolution of concerns around harassment and discrimination. If you feel that you have been unfairly or unlawfully treated in your dealings with the University or its staff, then you should in the first instance try to talk to the person with whom you have a complaint.

Dialogue at this stage is intended to be a constructive opportunity for the student and the ECU staff member to work together to identify ways in which to improve your student experience. University Contact Officers (UCOs) can provide assistance to students by providing referral information on equity policies and practices, details of services and support available to assist in resolving issues of concern, and to provide support when meeting with ECU staff. To learn more, including contact details of UCOs go to intranet.ecu.edu.au/staff/centres/ strategic-and-governance-services/ourservices/strategy-and-performance/allyand-university-contact-officers-ucos

If you cannot resolve the complaint in this way, or you feel that you cannot talk to staff directly about your concerns, you can lodge a formal complaint with the Student Complaints Officer.

More info:

Web: ecu.edu.au/centres/office-ofgovernance-services/our-services/ student-complaints

Ask Us keywords: Equity complaints, harassment, discrimination



External Assistance

WA Ombudsman

If you are not satisfied that the University's internal complaint and appeal process has been conducted fairly, one final avenue of appeal available, is through the WA Ombudsman. The WA Ombudsman is independent and external to the University and does not charge any fees for services provided. You can complain to the WA Ombudsman about any decision, action or inaction of the University, but only if the complaint is related to a matter of administration and the matter affects you personally.

More info:

Web: ombudsman.wa.gov.au

Ask Us keywords: Ombudsman

Freedom of Information (FOI)

If information is not routinely available, The Freedom of Information Act (1992) provides you with a right to apply for documents held by the University; and a mechanism by which you (and the public generally) are able to ensure that personal information in documents is accurate, complete, up to date and not misleading. It is the aim of the University to make information available promptly and at the least possible cost, outside of the FOI process where possible and appropriate to do so. Details of the operation of FOI at ECU can be found in ECU's Information Statement, available from the Office of Governance Services.

More info:

Web: ecu.edu.au/centres/office-ofgovernance-services/our-services/ freedom-of-information

Ask Us keywords: Freedom of Information

Student Services and Amenities Fee (SSAF)

In October 2011, the Australian Parliament passed the Higher Education Legislation Amendment (Student Services and Amenities) Bill 2011 to allow universities and other higher education providers to charge a compulsory Student Services and Amenities Fee (SSAF) from 2012. Under the legislation, universities may charge an annual SSAF up to the maximum amount prescribed in the legislation and indexed each year. For International students the SSAF is included as a component of their course fees. Australian citizens and permanent humanitarian visa holders are eligible for a SA-HELP Loan to defer payment of the SSAF.

SSAF income funds support services and facilities to enhance the student experience at ECU. For International students the SSAF will continue to be included as a component of their course fees.

More info:

Web: intranet.ecu.edu.au/student/moneymatters/student-service-amenities-fee

Ask Us keywords: Student services and amenities fee, SSAF

Allocation of Income from the SSAF

A Steering Committee provides advice to the Vice-Chancellor on the services and amenities provided to ECU students and the best methods for providing these.

Membership of the Steering Committee includes undergraduate, postgraduate and International student representatives nominated by the ECU Student Guild, a student member of Council, the Guild President and senior staff of the University.

Early in each year, the Steering Committee drafts priorities for expenditure of the SSAF income. These priorities are published for feedback from students prior to finalisation. To date, SSAF proceeds have been allocated to services and initiatives ranging from student social clubs and societies to health, counselling, sport and recreation, student welfare, careers advice, student advocacy, orientation, student support for media, and student representation. Some of these services are provided by the Student Guild, others by the University and some jointly by the University and the Guild. The SSAF revenue is allocated entirely to the provision of student services and amenities.

More info:

Web: intranet.ecu.edu.au/student/moneymatters/student-service-amenities-fee

Web: education.gov.au/student-servicesand-amenities-fee

Web: comlaw.gov.au/Details/C2011A00130

Life Beyond University

Alumni

All ECU students become alumni when they graduate from the University. As alumni we hope you will stay in touch with ECU as we have much to offer you in the years ahead. A strong alumni network can be an extremely valuable resource in opening doors to employment prospects, business opportunities, social and cultural exchanges, research leads, personal development and so much more.

As a student, you can start to benefit from the alumni community through the ECU Alumni Mentoring Program. Through this initiative, students are paired with ECU graduates who are currently working in industry, to offer you career insight whilst still studying. For more information about the benefits and how to access them, or simply to update your details, get in touch with ECU's alumni office.

More info: Email: alumni@ecu.edu.au Web: ecu.edu.au/alumni Ask Us keywords: Alumni Our changing world needs a university to change with it.

A university where courses composed with industry deliver the most relevant knowledge and skills.

So be the graduate the changing world needs.

And get ready at ECU.

Further Information

Edith Cowan University 270 Joondalup Drive Joondalup WA 6027

Contact ECU by phone on 134 328

For calls outside Australia phone (61 8) 6304 0000

Email us at enquiries@ecu.edu.au or visit ecu.edu.au

Find us at

- (f) facebook.com/students.ecu
- У) twitter.com/ECU
- youtube.com/edithcowanuniversity
 -) instagram.com/edithcowanuniversity

GREENING ECU: Edith Cowan University is committed to reducing the environmental impact associated with its operations by conducting its activities in a socially and environmentally responsible manner. This includes implementing strategies and technologies that minimise waste of resources and demonstrate environmentally sensitive development, innovation and continuous improvement. Every effort has been made to ensure that the information contained in this publication is correct at the time of production. The information is subject to change from time to time and the University reserves the right to add, vary or discontinue courses and impose limitations on enrolment in any course. The publication constitutes an expression of intent and is not to be taken as a firm offer or understanding.

ECU IS SMOKE-FREE