Your key contacts

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

Student Central
Phone: 134 ECU (134 328)
Joondalup Campus – Building 34, Level 1
Email: enquiries@ecu.edu.au
Mount Lawley Campus – Building 3, Level 1
Email: enquiries@ecu.edu.au
South West Campus – Building 1
Phone: (61 8) 9780 7856
Email: student.central.bu@ecu.edu.au

Support Services
Careers and Leadership Services
Phone: (61 8) 6304 5899
Email: careers@ecu.edu.au
Web: ecu.edu.au/careers

Equity, Diversity and Disability Service
Phone: (61 8) 9370 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
Email: enquiries@ecu.edu.au
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/about-ecu/campus-facilities/counselling-service

Multifaith Service
Web: intranet.ecu.edu.au/student/campus-life/campus-facilities/multifaith-centre

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

Fees
Phone: 134 ECU (134 328)
Email: student.fees@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.
Vice-Chancellor’s Message

Congratulations, you have made the right decision to study at Edith Cowan University (ECU). I am sure you’re going to have a great time here at ECU because we provide the ideal learning environment for our students.

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 five-star ratings for teaching quality over the past seven years, along with consistently high ratings for graduate satisfaction and generic skills, 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**

**Vice-Chancellor**

**January 2017**
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Getting you started

Virtual Information Pack (VIP)
The Virtual Information Pack 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/virtual-information-pack
Ask Us keywords: Virtual Information Pack

Orientation
ECU’s essential Orientation program runs for two weeks prior to the start of semester. We have a range of fun and informative events planned for students during this period to help you successfully transition and thrive when starting your studies.

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

- 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 cannot attend, you will find some helpful recordings and resources on our Orientation website.

More info:
Web: ecu.edu.au/orientation
Ask Us keywords: Orientation

Ask Us
Ask Us is a knowledge-base of frequently asked questions that you can search to find out information and seek answers to your questions. 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 web pages.

More info:
Web: askus.ecu.edu.au
Activating Computer Accounts
You are automatically allocated an ECU computer 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 user name 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 WIFI and the student computers on campus.

For any queries or problems in activating or accessing your account contact the IT Service Desk.
• Telephone: (61 8) 6304 6000
• Email: itservicedesk@ecu.edu.au

More info:
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 afterhours 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 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 your study such as Blackboard, SIMO, email, the Library Services, a list of your enrolled units 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:
Web: portal.ecu.edu.au
Ask Us keywords: SIMO

Blackboard

Blackboard is the online learning environment where you can access unit specific information such as reading lists, communication from your lecturer about the unit as well as forums.

Each unit uses Blackboard in different ways depending on the lecturer’s preferences. However, if you are an off-campus student you can expect to use Blackboard to 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 dates, assessments, exams, cut-off dates and fees invoices.

Your student email is part of the cloud-based Microsoft Office 365 which you can access by clicking the ‘My ECU Email’ link in the left hand side menu in the Student Portal.

This will take you to the Office 365 login page. Login 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 online social websites to keep connected with ECU.

Facebook Page
facebook.com/students.ecu

Instagram
instagram.com/edithcowanuni

Twitter
twitter.com/ECU

Youtube
youtube.com/edithcowanuniversity
Your studies

Course Information Hub

The Course Information 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

Joondalup Campus: Building 18, Room 103
Mount Lawley Campus: Building 13, Room 148
South West Campus: Reception, Building 1

More info:
Web: intranet.ecu.edu.au/student/support/contact-us/course-information-hub
Ask Us keywords: Course Information Hub

Managing Your Course

Confirming Your Unit Enrolment

After the commencement of semester and classes, 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 Student Central if you notice there are any errors or omissions in the details.

If you require a special letter for an external agency to confirm your enrolment at ECU you should contact Student Central.

More info:
Visit: Student Central
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: Course Information Offices
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 Services – for career planning
• Course Information Hub – for course advice and study planning
• Student Central – for 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 Connect Officer in order to change their course.

More info:
Visit: Course Information Offices
Ask Us keywords: Course advice, Course change

Re-enrolments

The majority of students will need to re-enrol on SIMO for both Semester 1 and 2 by the set deadline dates. 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 on the ECU home page and the Student Portal.
Queries regarding exam content and/or format should be discussed with your lecturer.

More info:
Email: assessments@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. Please refer to ‘Got a Question? Ask Us’.
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 Central at any time. For further details please refer the ‘Got a Question? Ask us’ link available on the ECU home page and 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 provided across all ECU campuses aim to support your study and research. The library collection includes over 686,000 items, comprising print books, ebooks, DVDs, sound recordings, computing software, sheet music and orchestral scores, all of which can be borrowed to support your learning and research. In addition, the library provides access to a substantial number of journal titles, many of which are online. Other services offered by the library include:
• Online access to key academic and scholarly resources
• Assistance with finding information and research
• Borrowing from the print resources of a number of other Australian university libraries
• Training in information skills
• Quiet study and group learning facilities
• Computer facilities, including photocopying, scanning and printing

More info:
Phone: (61 8) 6304 5525
Web: ecu.edu.au/centres/library-services
Email: library@ecu.edu.au
Twitter: @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: www.ecu.edu.au/centres/library-services/how-to-guides/referencing
Ask Us keywords: Referencing

Learning Advice
Learning consultants 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 consultants on ECU campuses. These can be found by visiting the Academic Skills Centre, which is accessible through the ‘My Communities’ tab of 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 Edith Cowan University student, you have unlimited FREE access to Lynda.com, 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 device. Lynda.com experts have curated playlists to help you get started in any of our subjects.
ECU students can log in with their ECU username and password.

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

Academic Calendar
The calendar on page 14 contains the standard term dates. 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/dates-and-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(s) without incurring the cost for that unit(s), 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

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
### 2017 Academic Calendar

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<th>MON</th>
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<th>SEMESTER PATTERN</th>
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**University Observed Public Holidays**
- New Years Day 1 Jan (Sun)
- Australia Day 26 Jan (Thu)
- Good Friday 14 Apr (Fri)
- Easter Monday 17 Apr (Mon)
- Anzac Day 25 Apr (Tue)
- Christmas Day 25 Dec (Mon)
- Boxing Day 26 Dec (Tue)

**Further information:**
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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, plus providing 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 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 are available on the Joondalup and Mount Lawley campuses, five days a week, 9.30am to 4.30pm. 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 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 with grammatical and stylistic 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 30 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 Student Central 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

Ask Us keywords: Study abroad
Your support

Student Central
The Student Central office on each campus is the first point of reference for all student enquiries, including:
- Administration needs
- Enrolments
- Student support services
- Lodgement of forms
- Lost property
- Accepting EFTPOS, credit card and cheque payments

Joondalup Campus – Building 34
Mount Lawley Campus – Building 3
South West Campus – Building 1

More info:
Telephone: 134 ECU (134 328)
Email: enquiries@ecu.edu.au
Web: intranet.ecu.edu.au/student/support/contact-us

Ask Us keywords: Central

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) coverage are direct billed to the provider. Physiotherapy services are privately billed where available.

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.

More info:
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 which provides professional, short-term, counselling to students. Our counsellors have qualifications in Psychology and Mental Health Nursing, as well as skills and experience in helping people with a wide range of personal, psychological and study-related difficulties.

What kind of issues can I discuss?

You can talk to a counsellor about anything that is causing you to feel worried or distressed. Some of the common difficulties that students face include:

- Balancing study, life and work
- Time management
- Cultural adjustment and living away from home
- Anxiety and depression
- Difficulty studying, worrying about achievement
- Completing presentations and exams
- Problems in relationships with family, friends and partners.

In some instances, specialist support from other agencies may be required. If this needs to happen, your Counsellor will discuss a referral with you.

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

Joondalup Campus – Building 34, Room 245
Mount Lawley Campus – Building 3, Room 128
South West Campus – Building 1, Room 121

More info:
Telephone: (61 8) 9370 6706
Email: counselling@ecu.edu.au
Web: ecu.edu.au/about-ecu/campus-facilities/counselling-service
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 are organised in good time.

More info:
Email: studentequity@ecu.edu.au
Telephone: (61 8) 6304 6960
Web: intranet.ecu.edu.au/student/support/student-equity
Ask Us keywords: equity, disability
Student Connect
Not every student journey is simple or stress free, and at times you may find that you require additional advice and support to negotiate university life. Student Connect Officers can assist you to implement action plans and refer you to relevant services both internal and external to ECU.

The Student Connect Team can also assist International students with their Confirmation of Enrolment (CoE), and provide advice around study requirements to ensure that students remain compliant with visa conditions.

More info:
Telephone: (61 8) 6304 2988
Email: studentconnect@ecu.edu.au
Web: intranet.ecu.edu.au/student/support/student-connect
Ask Us keywords: Student Connect Officer

Careers And Leadership Services

Careers Advice
ECU offers a range of free career resources and services including CareerHub, events, workshops, and one-on-one career appointments. Career Advisers can assist with:

- Career development – developing an individual career action plan
- Self-awareness – gain an understanding of self, skills, strengths, interests and personal qualities to assist you in your career journey and build your personal brand
- Job search – interview, résumé writing and how to address the selection criteria
- Networking – importance of making and developing relationships within the industry
- Values of internships, graduate programs, vacation programs and summer programs

Register for CareerHub from the ‘Easy Logins’ section of the Student Portal.

Volunteering
A great way to build your employability skills is through leadership and volunteering. Talk to Careers and Leadership about registering as a volunteer with ECU’s VolunteerHub and gain access to a wide variety of opportunities and experiences to add to your employability skills before you graduate.

The career benefits of volunteering include:

- Build real world contacts and real world experiences
- Demonstrating community engagement and social responsibility awareness
- Developing new skills particularly problem solving and leadership
- Increasing your employability factor with exposure to a variety of workplaces

Register for VolunteerHub by going to the ‘Get Involved’ section on CareerHub
Mentoring
Mentoring provides support and guidance to students from more experienced individuals. Mentoring programs are popular and highly valued in the business world, and mentoring experience is often well-regarded by employers.

ECU’s Peer Mentoring Program
The Peer Mentor Program assists new students in building social and academic networks so they settle into student life successfully, be more productive and have positive personal and academic experiences.

- Register as a mentee, if you are new to ECU or feel like you would benefit from some peer support
- Register as a mentor, if you are a second year student or above and would like to provide peer support and guidance to fellow students

ECU’s Buddy Program
The ECU Buddy Program is an online initiative offered to international students once they arrive in Australia and begin their studies.

- New international students – Refer to the ‘ECU Buddy Program’ flyer for step-by-step instructions on how to sign up
- Existing ECU students – Refer to the ‘Become an ECU Buddy’ Flyer for instructions on how to become an ECU Buddy

More info:
Web: intranet.ecu.edu.au/student/support/careers-and-leadership-services
Email: careers@ecu.edu.au
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 8.114 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 6304 3333.

More info:
Web: intranet.ecu.edu.au/student/campus-life/campus-facilities/multifaith-centre
Ask Us keywords: Multifaith

Off-Campus Support
Off-campus (online) units are delivered via virtual learning environment, Blackboard, accessible through the Student Portal. All students studying off-campus 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 ECU (134 328)
Email: enquiries@ecu.edu.au
Web: intranet.ecu.edu.au/student/support/off-campus
Ask Us keywords: off-campus
International Student Support

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/relocating-and-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 Connect 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 Immigration and Border Protection website.

More info:
Web: border.gov.au/Trav/Stud

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 Connect Team for assistance with:

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

More info:
Telephone: (61 8) 6304 2988
Email: studentconnect@ecu.edu.au
Web: intranet.ecu.edu.au/student/support/student-connect

Ask Us keywords: International visa
**Indigenous Student Support**

**Footnote:** Edith Cowan University uses the preferred term Aboriginal and/or Torres Strait Islander in its publications. Indigenous is used consistent with historic or external naming conventions.

**Acknowledgement**

Edith Cowan University acknowledges and respects its continuing association with the Nyoongar People, the Traditional Custodians of the lands upon which its campuses stand. In particular, acknowledgement is made that ECU’s Joondalup and Mount Lawley campuses stand in the area of the Whadjuk clan, while the South West Campus stands in the area of the Wardandi clan.

ECU has a commitment to:

- engage closely with Aboriginal and Torres Strait Islander peoples and communities;
- fully develop Aboriginal and Torres Strait Islander students and staff, assisting them to realise their potential;
- ensure that individual differences and diversity are respected; and
- contribute positively to Aboriginal and Torres Strait Islander community development and sustainability through its students, staff, and graduates.

**Study Support**

**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 for 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).

Kurongkurl Katitjin facilitates ATMP for Aboriginal and Torres Strait Islander students at ECU.

To be eligible for ATMP, you must be of 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.

**More info:**

Web: www.kk.ecu.edu.au

**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 Elder-in-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:**

Web: www.kk.ecu.edu.au

Email: kk@ecu.edu.au

**Ask Us keywords:** Indigenous studies
Money Matters

Fees Calculator
You can estimate the cost of your tuition fees using the ECU Fees Calculator on the Fees webpage. Fees are determined by your student type (eg. Fee-paying, Commonwealth Supported) and your units of study.

More info:
Web: fees.ecu.edu.au
Ask Us keywords: Fees calculator

Fee Invoices and Due Dates
Your fee invoice will be available at the beginning of each teaching period (eg. semester, trimester, term) through SIMO. Tuition fees for each teaching period should be paid by the due date as notified by the Student Fees Office. Each teaching period has a different payment due date – usually 2 to 4 weeks prior to the Financial Census date. The major census dates at ECU are 31 March (Semester 1) and 31 August (Semester 2), however you will need to check the particular census dates for each of your teaching periods.

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: Payment date

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 student for their Student Services and Amenities Fee (SSAF).

More info:
Telephone: (61 8) 6304 3535
Email: student.fees@ecu.edu.au
Web: studyassist.gov.au/sites/StudyAssist/
Web: intranet.ecu.edu.au/student/money-matters/fees
Ask Us keywords: Fees or HECS help

Paying Fees
The following table outlines the various methods available for fee payment and how to access them.

Please allow time for your payment to reflect on your Statement of Account on SIMO. Contact the Student Fees Office if the due date for your payment has passed.

More info:
Web: payonline.ecu.edu.au
Ask Us keywords: Paying fees
<table>
<thead>
<tr>
<th>PAYMENT METHOD</th>
<th>HOW TO PAY</th>
<th>PAYMENT TIME (BUSINESS DAYS)</th>
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</thead>
<tbody>
<tr>
<td>ECU ONLINE PAYMENT</td>
<td>Access our secure transaction site: payonline.ecu.edu.au for payment 24 hours a day by Credit or Debit Card.</td>
<td>1-2 days</td>
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<tr>
<td>PAYMENT FROM OVERSEAS</td>
<td>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: <a href="http://www.geoforeducation.com/ecu">www.geoforeducation.com/ecu</a></td>
<td>4 days</td>
</tr>
<tr>
<td>TELEPHONE AND INTERNET PAYING</td>
<td>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.</td>
<td>3-5 days</td>
</tr>
<tr>
<td>TELEPHONE PAYMENT</td>
<td>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.</td>
<td>3-5 days</td>
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<tr>
<td>CHEQUE PAYMENT BY MAIL</td>
<td>Mail to: Edith Cowan University, Student Fees Office, 270 Joondalup Drive, Joondalup, 6027 Please enclose a copy of your Statement of Account.</td>
<td>AUD$ Cheques 5-10 days</td>
</tr>
<tr>
<td>PAY AT STUDENT CENTRAL</td>
<td>• Joondalup Building 18 • Mount Lawley Building 3 • Bunbury Building 1 Please note cash payments are not accepted.</td>
<td>1-2 days</td>
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<tr>
<td>CASH PAYMENT</td>
<td>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</td>
<td>1-2 days</td>
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<tr>
<td>INTERNATIONAL MONEY TRANSFER</td>
<td>Pay by International Money Transfer To transfer money into ECU’s bank account: payonline.ecu.edu.au/imt</td>
<td>7 days (timing may vary by bank location)</td>
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</table>
**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, help in Orientation 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/money-matters/student-service-amenities-fee
Ask Us keywords: Services and amenities fee

**Scholarships**

ECU Scholarships aim to assist you financially while you study. Scholarships 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 $1500. The loans are interest-free and must be fully repaid within 12 months (26 fortnightly payments).

**More info:**
Web: intranet.ecu.edu.au/student/money-matters/loans
Ask Us keywords: Loans

**Elite Athlete Program**

The University recognises and promotes the value of combining both sporting and academic aspirations. ECU is a member of the Elite Athlete Friendly University (EAFU) network. ECU has an agreement with the Australian Sports Commission to support 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 football, basketball, soccer, netball, athletics, swimming, cycling, rowing, volleyball, hockey and wheelchair sports.

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/support/elite-athletes
Your campus

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

- Interactive campus maps to search and zoom in to find specific locations, rooms and routes
- Downloadable campus maps are provided in the PDF format and are suitable for printing and taking with you
- 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 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 Access and Mobility maps which are available through our website, illustrate the bus routes and bus stops, CAT routes and stops as well as the train and bus stations.

Joondalup Campus
The 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 Service that runs directly from the train station to the Joondalup Campus.

Mount Lawley Campus
The Mount Lawley Campus is located on Alexander Drive which 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

Smart Rider
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. You can be assisted with this by eLab staff, at Student Central 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 8.00am and 8.00pm, 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 either the campus cafés or Co-Op Bookshop.

For security reasons, students with a current permit remaining 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; these bays are enforced 24 hours a day, 7 days a week.

More info:
Web: ecu.edu.au/centres/facilities-and-services/our-services/parking/overview
Ask Us keywords: Parking permit

ECU Joondalup Campus from Perth city by train 30 mins
ECU Mount Lawley Campus from Perth city by bus 20 mins
ECU South West Campus from Perth city by car 100 mins
Cycling and Walking

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

ECU Bike to Breakfast is an annual event hosted by Environment Services, for all staff and students who cycle to ECU. The event is held during Cycle Instead Bike Week which runs in March each year.

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

Ask Us keywords: Campus maps

Security On-Campus

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

Security telephones, located on an external wall of most buildings, connect automatically to University security staff.

Personal Safety

While your ECU campus and Perth and Bunbury are generally safe, clean and friendly, you are encouraged to use your common sense, remain vigilant and be aware of your personal surroundings.

• 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. Or, 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 in which 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 AV Equipment

eLABS
MAC and PC computers are available for use in the eLabs 24 hours a day, 7 days a week.

During business hours, eLab staff can help you with technical support and loaning out AV equipment as well as issuing ID cards.

Joondalup – Library, Building 31, Room 233
Mount Lawley – Building 10, Room 133
South West – Library, Building 3, Room 101E

More info:
Web: intranet.ecu.edu.au/student/support/it-services/support-and-advice
Web: intranet.ecu.edu.au/student/support/it-services/computing-and-printing-on-campus/borrowing-equipment
Ask Us keywords: computer labs, borrowing equipment

Computer and Software Discounts
ECU students can take advantage of great discounts on desktops, laptops and software. Students can also download Microsoft Office 365 to use on their private computer for free.

More info:
Web: intranet.ecu.edu.au/student/support/it-services/buying-a-computer-or-software

Wireless Internet Access
ECU provides on-campus wireless services via three complimentary networks (ECU, ecuaccess/ecu-guest, and eduroam) to cater for a range of wireless devices used by staff, students and visitors to ECU.

More info:
Web: ecu.edu.au/centres/information-technology-services/our-services/getting-connected/access-to-networks
Ask Us keywords: Network access
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.

Centre locations and contact details:

**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

More info:
Web: ecu.edu.au/about-ecu/campus-facilities/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

Student Activites

The Student Activities team develop and deliver your orientation program and ensure that there is a range of fun and informative events aimed to enrich your university life.

**Western University Games (WUG)**

All students have the opportunity to represent ECU in their chosen sport at a regional level. The Western University Games is a competition between the five WA universities, and other invited tertiary education institutions. It is a great way to meet new friends in this exciting new competition format. Successful teams or individuals at this level can qualify to compete at the Australian University Games (AUG).

**Australian University Games (AUG)**

AUG is the greatest social and sporting event rolled into one week for all University students! Play sport with over 6000 other likeminded Uni students. In 2017, AUG will be held on the Gold Coast so now is a great time to come and experience this epic week.

**Indigenous University Games (IUG)**

In 2017 the Indigenous University Games will be held in Geelong, Victoria. Last year’s ECU team had an amazing time competing in four sports across four days. To ask about joining the 2017 team please email studentactivities@ecu.edu.au
R U OK Day
Every September you’ll find activities on all three campus’ which encourage students to stay connected with each other and the University’s Support Services. These events support R U OK Day which aims to reduce suicide by inspiring Australians to start conversations and ask those around them R U OK?

On Track Week
On Track Week is held a few weeks into each semester and is an important period for any students who are experiencing difficulties with their studies. You’ll find activities and information on campus to help you to make the most of university resources and get your studies back on track. We’ll help you to access support and overcome anything affecting your academic pursuits.

More info:
Email: studentactivities@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. There are Guild offices on each campus and students are welcome to visit them during opening hours (weekdays 8am–4pm). For more information about the Guild and how to use its services visit www.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 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: (08) 6304 5628
Mount Lawley Campus: (08) 9370 6821
South West Campus: (08) 9780 7786

Second Hand Bookshop
The bookshop is located in the Guild offices in Building 34 at the Joondalup Campus. Off-campus students can also use the service. A downloadable booklist and instructions on how to use the service are available on the Guild’s website.

Phone: (08) 6304 2640
Email: books@ecuguild.org.au
Website: ecuguild.org.au/bookshop.html

Dircksey (Student Magazine)
Dircksey is your free and independent student magazine. Dircksey is produced by volunteers and is open to contributions from all students. Copies are available from stands on all campuses.

Email: editor@ecuguild.org.au

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

The Co-Op Bookshop
The Co-Op Bookshop 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 Bookshop members.

Email: studentassist@ecuguild.org.au
Joondalup Campus: (08) 6304 5628
Mount Lawley Campus: (08) 9370 6821
South West Campus: (08) 9780 7786

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 from 0-5 years (long day care only).

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
Telephone: (61 8) 9780 7267
Email: collegecommunity@bigpond.com

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

Ask Us keywords: childcare

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 friendships.

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 253
• 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 153

These venues all have 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.

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
• Aroma Café – Building 31
• Bar Of Choice – Building 9
• Café 23 – Building 23
• La Mint – Building 1
• Slice of Italy – Building 9
• Six Street Café – Building 6

Mount Lawley Outlets
• Café 10 – Building 10
• Central Café – Building 12
• Chatterbox Café – Student Village
• Bar Of Choice – Building 12
• Grindhouse Eatery – Building 3
• Supernatural – Building 17, Kiosk

South West Outlet
• Co-Op Café Bookshop – Building 4

More info:

Ask Us keywords: Food

ATMs
Joondalup Campus: ATMs are located outside Café 6 (Building 6), and inside Aroma Café in the Library (Building 31).

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

South West Campus: The 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/campus-facilities/optometrist

Crown Salon

Crown Salon is located on the Joondalup Campus in Building 9 (near the tavern), for all your hair and hair care product needs and beauty services. Throughout the year, they offer various student incentives at affordable prices.

More info:
Telephone: (61 8) 6304 2888
Web: ecu.edu.au/about-ecu/campus-facilities/hairdresser

ECU Environmental Programs

Environmental programs have been developed which help achieve the targets set for ECU’s carbon footprint. Efforts are focused in the areas below to help reduce the overall impacts and to make 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 design 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 ground water on our garden and landscaped areas and use water wise plants.

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 so we can 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

Edith Cowan University (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 continuously to 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 is pledged to providing 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 at the 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:**


**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; and/or
- Theft of another students’ work

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; and/or
- copying, whether identically or in essence, the text of another student’s assignment or other students’ assignments; and/or
- 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/__data/assets/pdf_file/0010/378316/academic_misconduct_rules_students.pdf
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/__data/assets/pdf_file/0003/378336/general_misconduct_rules_students.pdf

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% 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 dealing’ 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 Advisors 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: ecu.edu.au/GPPS/copyright/index.html

**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/GPPS/policies_db/index.php

**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/GPPS/policies_db/policies_view.php?rec_id=0000000335

**Student Complaints**

Concerns that you may have about your experience at ECU will very often be resolved simply in discussion 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.

**More info:**
- **Email:** complaints@ecu.edu.au
- **Web:** ecu.edu.au/centres/office-of-governance-services/our-services/student-complaints
- **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 for UCOs go to intranet.ecu.edu.au/student/support/student-equity/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-of-governance-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-of-governance-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/money-matters/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:

**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
Western Australian Academy of Performing Arts

Welcome – and congratulations on choosing (and being chosen for) WAAPA at ECU. You have joined one of the foremost performing arts academies in the world and when you graduate you will join an illustrious list of alumni.

You are about to embark on a very rigorous, but wonderfully exciting, period of your life. The training at WAAPA is exacting and sometimes exhausting. But if you work hard you will build the foundations for a rewarding career in your chosen profession. Or you may even find that new career opportunities are opened up to you. I hope you will use your time at WAAPA wisely to build and develop your skills, make new friendships, discover fresh possibilities, learn from your mistakes and grow as an individual. It is up to you to make the most of this opportunity!

If you need help, please ask. The staff and students are friendly and we strive to provide a collegiate and supportive atmosphere.

All the best.

Prof Julie Warn AM
Dean
Western Australian Academy of Performing Arts
Edith Cowan University
### Abbreviations

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<th>Abbreviation</th>
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<td>Dance Studios 1-5</td>
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<td>WAYJO</td>
<td>Western Australian Youth Jazz Orchestra</td>
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<tr>
<td>WAYO</td>
<td>Western Australian Youth Orchestra</td>
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**After Hours Access**

As a standard, WAAPA is open between 7.00am and 11.00pm during semester time, including weekends. However, if you are in WAAPA outside of normal business hours (8.30am-5.00pm, Monday-Friday), Security may ask for your student ID card (to prove you are a WAAPA student), so ensure you carry it at all times. If you are using facilities for rehearsals after hours, you must have a valid room booking otherwise Security can ask you to leave.

Students who require access to WAAPA outside of normal business hours must apply for an after-hours access card. Details and application forms are available via the ‘Support / IT Support’ section of the Student Intranet: intranet.ecu.edu.au/student/support/it-support/student-id-cards

**Attendance**

WAAPA courses are intense and arduous, often with long hours and require a significant commitment from both students and staff. Students are expected to attend at least 80% of all scheduled activities in order to participate in rehearsals and performances and be assessed in the units in which they are enrolled. Failure to maintain attendance may result in penalties or lack of performance opportunities. Students must advise their Departmental School Officer if they are unable to attend classes for any reason.

**Bookings/Tickets**

Tickets to performances and concerts may be purchased at the WAAPA Box Office between the hours of 9.00am and 4.00pm weekdays (closed from 12.30pm-1.00pm). Cash, cheque and credit card payments are accepted. Pricing and further information can be found in the WAAPA Performance brochure or on the WAAPA website.

Please note, tickets are not required for free performances unless otherwise stated and WAAPA student ID must be presented when claiming student concession.

**Curriculum/Unit Details**

You should receive a unit outline and a unit plan from your Lecturer at the start of each unit. VET students receive a Delivery and Assessment Plan. These should (at a minimum) detail the expectations of the unit, the assessments, timetable and lecturer contact details. If you are enrolled in an Advanced Diploma, Diploma or Certificate course your curriculum follows the qualification from a National Training Package. All VET assessment is competency-based. You should seek advice from your lecturer regarding how you should prepare for your assessments and examinations.

Further assistance around assignment preparation and study skills is available through an ECU Learning Advisor.
Equal Opportunity/ Harassment

If you experience any problems relating to equity and harassment please contact one of the ECU Contact Officers. WAAPA and ECU are equal opportunity organisations, and any harassment or discrimination should be reported as soon as possible.

Web: intranet.ecu.edu.au/student/support/student-equity/university-contact-officers-ucos

Fees and Charges

Fees and charges information for all Higher Education (Bachelor) and VET (Advanced Diploma, Diploma and Certificate) students can be found at the ECU fees website.

Diploma and Advanced Diploma students must pay all applicable fees at enrolment or defer payment through VET Student Loans. A full explanation regarding VET Student Loans is available on the ECU fees website.

Certificate students must pay all applicable fees at enrolment. Certificate students who are unable to pay their fees in full at the time of enrolment may apply for a payment plan or financial hardship assistance.

International students must meet fee deadlines and payment responsibilities or their enrolment will be cancelled. There is little that can be done by WAAPA once this happens.

More info:
Web: intranet.ecu.edu.au/student/money-matters/home

Free Concerts!

Classical Tuesdays

Most Tuesdays during semester Classical Music presents free lunchtime performances by staff, students and internationally renowned guest artists. Concerts are open to the public and take place at 1.10pm in the Music Auditorium. Bookings are not required but seats are strictly limited so arrive early.

Jazz and Contemporary Wednesdays and Thursdays

Jazz and Contemporary Music presents a number of free staff and student concerts on Wednesdays at 1.10pm in the Jazz Studio and Thursdays at Aroma Café at 12.30pm. These concerts are open to the public and bookings are not required.

Friends of the Academy

The Friends of the Academy is a fundraising group which supports WAAPA students. Drawn from all walks of life, but mostly lovers of the arts, parents, students, graduates and staff, the Friends raise funds each year to directly assist students at WAAPA.

Membership application forms are available from the WAAPA Box Office or visit www.waapa.ecu.edu.au/friends-and-sponsors/friends-of-the-academy

Seeking help from the Friends

Grants are available to students at any time during the year to help defray the costs associated with secondments and placement within the industry. For details on how to contact the Friends to seek assistance, inquire at the Box Office or with your Departmental School Officer.
Inside WAAPA
To keep up-to-date with all the latest student and alumni news, pick up a copy of the quarterly Inside WAAPA magazine, or sign up to our Bravo WAAPA mailing list at the Box Office.

Loans Store – Borrowing Equipment
The WAAPA Loans Store is located in Building 1, Rm 239 (next door to the Enright Studio). The WAAPA Loans Store offers an array of musical instruments, stereo systems, audio visual, sound and production equipment for student use. Students correctly enrolled at WAAPA may borrow equipment allocated to their enrolled unit/course. There are strict rules around the loan of this equipment and students take full responsibility for it for the duration of their loan.

Opening hours are posted outside the office, as are the terms and conditions of borrowing. For more information see the WAAPA Loans Store Officer Building 1 Room 239.

Lockers
A limited number of lockers are available around WAAPA for students to hire. There are lockers of varying sizes and location for instruments and personal goods. WAAPA takes no responsibility for bags, instruments, laptops or any items left unattended around WAAPA, including in practice rooms, studios and performance venues.

Please see the WAAPA Loans Store Officer Building 1 Room 239.

Mentors
There are a number of staff members who are able to act as mentors should you require assistance. Please contact the WAAPA Operations Manager.

Occupational Safety and Health
You must learn how Commonwealth and State OSH Laws affect your participation in the entertainment industry. All students must be familiar with and follow the OSH policies and procedures set by WAAPA and ECU. OSH should be a standing item at all student/staff meetings – and all ECU & WAAPA students have a responsibility to report any OSH concerns/hazards to a member of staff. There is a procedure for reporting accidents and concerns – please check with your department co-ordinator if something needs to be reported.

ECU has an Occupational Health policy that is available to all staff and students and can be found on the Occupational Safety page on the ECU website at secure.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000188
Performances
WAAPA presents over 300 shows each year across its range of performance areas: music theatre, acting, aboriginal theatre, dance (classical and contemporary), performing arts, opera, classical, jazz & contemporary music.

Details on the performance line-up can be found in the WAAPA Performance Brochure released in February each year or on the WAAPA website www.waapa.ecu.edu.au

Performance/rehearsal rules
All students are expected to be aware of the rules applied during WAAPA rehearsals and performances. Please familiarise yourself with the following regulations –

- Should a student be prevented through illness from attending a rehearsal or performance, they should notify the Director of the production and/or the Production Manager at least two hours before the commencement of the rehearsal
- Students NOT involved in a production, must not wander in and out of the theatre and or other spaces to observe rehearsals (this includes technical and dress rehearsals). Permission to be present must be sought from the Production Manager or the Director of the production. Announcements will be posted on the notice boards advising when students may attend an open dress rehearsal or a preview. Members of the general public, family and friends may NOT be brought to dress rehearsals or previews
- Guests and friends may be met in the Theatre Foyer after the performance only. They are NOT permitted in the backstage or dressing room areas at any time
- No one is to be in the control room other than students/staff members with specific duties as directed by the Production Manager
- Front-of-House and Auditorium: Students should make themselves aware of the ticketing arrangements for WAAPA performances. Check with Box Office if you are unsure
- Admission to a performance will not be possible without the appropriate ticket
- A student must present a valid ECU student ID (marked with a WAAPA sticker) card when obtaining a complimentary preview ticket or purchasing a ticket to a WAAPA performance
- Complimentary tickets are not available for students, family, friends or ex-students
- Cast members dismissed early from a performance cannot assume the right to enter the theatre without the approval of the Front-of-House Manager
- Students may not stand or sit in the aisles or doorways and must be aware of the regulations necessary in a place of public entertainment. The Front-of-House Manager is obliged to enforce these regulations in the interest of public safety
- Students cannot demand entrance when no seats are available simply because they have an assignment to complete. The individual must plan to attend a preview free of charge or pay for a performance ticket by booking well in advance
- Latecomers will not be admitted until a suitable break in the performance. The Front-of-House Manager is responsible for controlling this as requested by the Director
Personal Accident Insurance
All enrolled ECU students have accident insurance coverage for work or performances related to their studies. This includes insurance for secondments, tours and off-campus performances AS LONG AS YOU ARE CORRECTLY ENROLLED AT THE TIME. The University is not responsible for any deficiencies or limitations of this insurance and you should familiarise yourself with all policy conditions, exclusions and limitations, especially if you are travelling overseas. Please check with the Dean’s Office if you are unsure.

Pianos
Pianos are regularly tuned and maintained. You must not place items on top of a piano and must never have liquid (including water) in close proximity. When pianos are not in use, the lid should be closed. Pianos must not be moved by students. If you require a piano moved, please see your course co-ordinator or Concerts Officer.

Prizes and Scholarships
Every year, we celebrate the achievements of WAAPA’s most outstanding students through the presentation of scholarships and prizes. These awards are made possible through the generosity of private donors, the business sector, members of the public, past staff, alumni and various foundations.

More info:
Web: waapa.ecu.edu.au/about/prizes-and-scholarships

Room Bookings
WAAPA’s practice rooms, rehearsal studios, ensemble studios and dance studios are available to WAAPA students to book for related coursework. Students have access to book eligible rooms based on their unit enrolment. An online booking system “ECUSIS” is available through the student portal, alternatively a computer is located in the lower foyer outside the Music Auditorium with direct access to ECUSIS using student login details. Requests to book restricted rooms should be made to the Senior School Officer (Systems) in room 1.253 or waaparoombookings@ecu.edu.au
Most WAAPA rooms are available for use from 7.00am to 11.00pm seven days a week, however bookings are essential for all rooms at all times. Music practice rooms are available 24/7 however you must still have a valid booking. If you are in a WAAPA room without a booking, Security will ask you to leave regardless of whether you are a WAAPA student or not.

Please note:

• Students may not book practice rooms during the first 2 weeks of semester to allow principal study lessons to be scheduled;
• Bookings may be made up to two weeks in advance only, further bookings will be deleted;
• The Music Auditorium must be booked through the School Officer, Music;
• Rooms and Equipment are provided for WAAPA student use only, and only for WAAPA related work. Any students using facilities for personal recordings, rehearsals, teaching or other activities not related to their studies will be asked to leave and will not be permitted to book venues in the future;
• Teaching requirements always override student bookings. Where student bookings need to be cancelled, WAAPA endeavours to provide as much notice as possible, however students may be asked to leave once a booking has commenced. Staff will attempt to find alternative spaces for student use, however this may not always be possible;
• The Production Workshop may only be used with permission from the Workshop Supervisor and with departmental supervision. Standard workshop safety rules apply at all times;
• Venue use is restricted during non-semester time. Students will not be able to self-book performance venues and all requests must go through the Senior School Officer (Systems) in Building 1, Room 253.

Use of Rooms
WAAPA is fortunate in having many specialised teaching areas and studios containing expensive equipment. Please respect these facilities by not eating and drinking in them. Do not alter the layout of any room and please do not remove any furniture from the room. Please leave the space clean and tidy.
**Student Clubs and Fundraising**

Most WAAPA departments have student clubs that raise funds for their Showcase tour, student secondments, international touring, visiting artists and other events during the year. Through these clubs, students in their 1st and 2nd years raise money to help support their graduating students. All students are encouraged to participate in these activities and support fundraising efforts. The WAAPA Operations Manager can provide contact information for each of the student groups.

**Student Representatives on WAAPA Committees**

Students are represented on various committees throughout WAAPA and ECU. Nominations for places on these committees are requested at various times, either through Department meetings, or through formal University held elections. Please participate in this important process as it enables students to have input into WAAPA decision-making, and representation across ECU.

**Tickets**

Student preview tickets are available two working days before the opening night of each major WAAPA production. Preview performances are usually held one day prior to opening. WAAPA students are each entitled to one free preview ticket for personal use for each performance upon presentation of student ID card with a WAAPA sticker attached. Preview tickets are limited and are offered on a first-come first-served basis. During performance seasons any unsold tickets may be purchased by WAAPA students at a discounted rate.

**VET**

WAAPA’s Advanced Diploma, Diploma and Certificate courses are Vocational Education and Training (VET) courses. VET courses follow the National VET Quality Framework, offering nationally recognised qualifications and accredited courses. Details of the VET Units of Competency are specific to each VET qualification and available through your department or online at training.gov.au.

**WAAPA Representation and Reputation**

WAAPA is an internationally renowned elite performing arts institution, and WAAPA staff work hard to ensure your experience at the institution is a positive one. As a WAAPA student and representative it is your responsibility to ensure your conduct when representing WAAPA at performances, gigs, events or with any dealings with the public is exemplary at all times. You are subject to the rules of the University for any ECU event.
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.

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
facebook.com/students.ecu
twitter.com/ECU
youtube.com/edithcowanuniversity
instagram.com/edithcowanuni/

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.