

SECTION 4

Studying at Catholic Institute of Sydney

www.cis.catholic.edu.au

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Section 4: Studying at Catholic Institute of Sydney

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To Begin:



Arrive early

It is important to meet with the Academic Secretary before the commencement of classes for an orientation. It is a requirement of the ESOS (Education Services for Overseas Students) Act 2001. Staff who run the orientation work hard to ensure that you as a student will be well equipped to achieve the best possible success in your studies. If you read through the pre-departure, arrival, and orientation manuals which the institution provides for you, you will see that there is a lot of information for you to understand and consider as you move through your studies. Although the manual will outline what you need to know, it is impossible to understand and recall everything. Once you are concentrating on your studies, you will feel less stressed if you are already comfortable with the institution, its staff and its services.

Arriving early to attend orientation gives you the chance to;

- See and talk to the most important people you will need to know at the institution.
 - Academic Secretary
- Register early which will help you to get your student card early. You will need your student card to open bank accounts, borrow books from the library, and more.
- Meet and get advice from your Academic or Course Advisor who is the Academic Secretary
- Find your way around the campus
 - Library
 - Computer rooms and facilities
 - Recreation and eating areas
 - Classrooms
- Meet other International students who may share your classes, share your concerns or fears. Knowing another face on campus as you become more comfortable with the routines can really help you avoid any feelings of isolation.
- Find your way around the public transport/ City/ to and from your accommodation.
- Feel as though you already know some of the things local students know before you get to meet them at orientation activities later.

What to Do First

Make an appointment to see the Academic Registrar of the Catholic Institute of Sydney who will be your principal academic advisor.

Student 'Code of Conduct'

The student 'Code of Contact' is to be found in Section 7 of the CIS annual Handbook which is available online at www.cis.catholic.edu.au

Academic Policies & Procedures

The full set of Academic Policies and Procedures is to be found in Section 8 of the CIS annual Handbook that is available online at www.cis.catholic.edu.au. This section of the Handbook is also available for collection from the Registry shelves at the Registry Office.

Complaints & Grievances

The Catholic Institute of Sydney, as a Member Institution of the Sydney College of Divinity, follows the SCD Student Grievance Policy and Procedures which can be found on the SCD website: www.scd.edu.au

The Catholic Institute of Sydney has a legal obligation to inform the Department of Immigration should you demonstrate either unsatisfactory attendance or academic progress in your enrolment. You should be aware that such notification may result in the cancellation of your student visa. The cancellation of your student visa will have long-term implications for your ability to visit Australia.

Should such notification by the Catholic Institute of Sydney to the Department of Immigration be required, you will be given notice of the pending action by a formal letter from the Academic Secretary or the Deputy President. You shall have 20 days to respond to this letter, and have the right to appeal the pending action. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

You have the right to formally present your case at a minimal or no cost to yourself, you may be accompanied and/or assisted by a support person at relevant persons, and must be given a written statement of the outcome, including details of the reasons for the outcome. Should this internal process not result in a mutually agreed outcome, you have the right to access the full Grievance Policy that operates across the Sydney College of Divinity. This procedure can be found on the website of the SCD at www.scd.edu.au.

International Student Visa Conditions

For a full list of **mandatory** and **discretionary** student visa conditions please visit www.immi.gov.au/students/index.htm

Academic Progress and Attendance

It is important to note that, in order to remain in compliance with your student visa, you need to maintain your enrolment as a full time student, i.e. with a minimum of three course units per semester.

You are expected to attend no less than 80% of course unit activities (lectures and tutorials). Your attendance will be carefully monitored and recorded by your lecturers. You are also expected to maintain satisfactory academic progress in your enrolment. As part of your enrolment at the Catholic Institute of Sydney, you must undertake no more than 25% of your total course load by distance and/or online learning.

From time to time, the Catholic Institute of Sydney makes the determination that a course unit in which students have registered are not feasible to conduct, given the small number of enrolments. This determination is made several weeks prior to the scheduled conduct of the course unit. The full policy on the Conduct or Cancellation of Courses can be found in Section 1.5 of the CIS Academic Regulations and Procedures. In the case of a cancellation of a course unit, you will have the opportunity to choose an alternate course unit in order to maintain your compliance with the conditions of your student visa.

The SCD's [Policy on Monitoring Student Course Progress for Overseas Students can be found here on the SCD website](#).

Current Address Details

Students on an International Student Visa no longer need to keep DIAC informed of their home address in Australia, as DIAC will check these details with your education provider if required. Therefore you **MUST** maintain a current residential address on your student file **AT ALL TIMES**.

Transfer of Studies to an Alternative Institution

You may not transfer your studies to another registered provider unless the proper procedures relating to a transfer have been followed in their entirety. Such a transfer requires a formal letter of release from the Catholic Institute of Sydney, signed by the Academic Secretary or Deputy President.

Student Administration Information



From CIS Academic Regulations and Procedures: Section 8 of the Annual CIS Handbook, available online at www.cis.catholic.edu.au

Paying Fees and Refunds

1.22 Fees and Refunds

- 1.22.1 All fees are to be paid by the third week of the semester.
- 1.22.2 Credit points for course units will be withheld until all fees are paid.
- 1.22.3 Refunds: Notwithstanding implications as regards FEE-HELP, students withdrawing from
 - 1.22.3.1 A semester length course unit before the first three weeks of semester will have the funds placed in credit toward the taking of another unit;
 - 1.22.3.2 An intensive course unit within the first three weeks of the semester will normally have pro rata funds credited towards further studies at the Institute.
- 1.23.4 Students who are approved by the CIS Academic Board to withdraw without penalty after week four of the semester and who are granted a refund following application for it will be granted pro rata credit toward further studies at the Institute.

Registration into Course Units

Registrations into course units for the next semester after enrolment take place at the time of enrolment

Students may register in a course unit until the end of the second teaching week of the semester in which the course unit is being offered, though a financial penalty fee for late registration may apply

A student may not, without written approval of the CIS Academic Board, register in course units totalling more than 90 credit points per year.

A student may attempt any course unit only twice.

ID Cards

1.24 Student ID Cards

- 1.24.1 CIS students are issued with an ID number and Student Identification Card on registration. The student card will bear the CIS logo and address, the student's photo, the student's name and enrolment number, a Veech Library barcode and RailCorp Concession logo (for those who met the eligibility criteria).
 - 1.24.1.1 In regard to eligibility for RailCorp concession the following holds
 - 1.24.1.1.1 The student shall be an Australian citizen or permanent resident
 - 1.24.1.1.2 The student shall not be engaged in employment
 - 1.24.1.1.3 The student shall be undertaking at least three course units
 - 1.24.1.1.4 A signed declaration on the above eligibility shall be lodged at the Registry

The expiry date for the Student Identification Card shall be 31 March of the subsequent year, though the Veech Library will accept the card only for currently registered students.

Cancellation Policy

1.5 Conduct or Cancellation of Courses

- 1.5.1 There are some course units that for educational purposes have to be offered as programmed.
- 1.5.2 Where full time teachers are involved the following will apply:
 - 1.5.2.1 Scheduled courses will be offered in standard mode (programmed time for classes) when a minimum of 5 students for 100-500 level course units and 2 students for 600 and 700 level course units are enrolled by the closing date. When these numbers are not met, alternative modes of delivery will be considered. Cancellation of course units will take place only after consultation between the subject area co-ordinator, the Academic Secretary and the Deputy President.
- 1.5.3 Where sessional teachers are involved in offering intensives (summer/winter schools):
 - 1.5.3.1 Ten students are the minimum number of students required for the financial viability of the course.
 - 1.5.3.2 A determination as to whether the scheduled course unit will run is to be made two weeks before the date that the course commences.
- 1.5.4 Where sessional teachers are involved in offering semester length courses:
 - 1.5.4.1 Where the course unit has to be run, for whatever reason, the sessional teacher is to be informed of this. The only reason the unit would be cancelled is if no students enrolled.
 - 1.5.4.2 If the course unit is an elective with an enrolment of 5 to 9 students only: the face to face hours component of the unit is reduced to 15 hours, and the lecturer is paid per hour accordingly. The face-to-face hours are to be distributed in a manner most conducive to the student learning.
 - 1.5.4.3 If a unit is an elective with an enrolment of 1 to 4 students only: each student is enrolled as individual mode and the lecturer is paid per student accordingly.

Student Support Services



International Student Office

The office of the Academic Registrar
Catholic Institute of Sydney
99 Albert Rd.,
Strathfield
New South Wales 2135

Phone: 9752 9517
Fax: 9746 6022

Email: dranson@cis.catholic.edu.au

Key Personnel: Rev. Dr. David Ranson

Academic Skills Assistance

The Catholic Institute of Sydney offers a Study Skills programme on an annual basis at the commencement of Semester 1.

Notice Boards:

These are located near the Registry Office and in the Student Common Area

TIN: The Institute News

Each Monday during the semester, The Institute News (TIN) is published. It is left in boxes attached to the main noticeboards.

Be sure to read it each week as it will contain important notices from the President, the Academic Registrar and the CIS Student Association (CISSA).

Student Association

The Catholic Institute of Sydney Student Association [CISSA] looks to the interests of all enrolled students. Under its current constitution, CISSA seeks to enhance - academically, spiritually and socially - the lives of all students enrolled in a programme of studies at CIS; to fulfil those functions set out under the Statutes and Regulations of the CIS; to promote ecumenical cooperation with other theological institutions. An executive, consisting of a President and six others, is elected annually. All students are encouraged to participate in CISSA activities.

Further Information can be found in Section 7 of the annual CIS Handbook

Quick Guide to Key Personnel:



WHO TO SEE

ISSUES

ACADEMIC

Lecturers

Questions about content of units, teaching procedures, assessment.

Academic Registrar

Questions about the program as a whole, academic regulations, difficulties with study, decisions to defer from study (**Inform International Education Office**)

Academic Dean

Help with reading, writing, note taking, preparation for exams & assignments

ADMINISTRATIVE

Academic Registrar or Registry Officer

Visa problems, financial problems, enrolment, academic progression, understanding of how to utilise institution processes effectively; timetable, registration in subject units, change of address.

Key Personnel:



The President is Rev. Dr. Gerard Kelly. Phone: 9752 9510. Email: gkelly@cis.catholic.edu.au

The Academic Dean is Dr. Michele Connolly. Sr. Michele has responsibility for the development of the curriculum and for disciplinary concerns. Phone 9752 9512. Email mconnolly@cis.catholic.edu.au

The Academic Registrar is Rev.Dr. David Ranson. Phone: 9752 9517. Email: dranson@cis.catholic.edu.au

The Registry Officer is Mr. Dennis Nutt. Phone: 9752 9503. Email: dnutt@cis.catholic.edu.au

The Registry Secretary is Mrs. Mary Cassar. Phone: 9752 9501. Email: mcassar@cis.catholic.edu.au

The Business Manager is Mr. Bob Farrell. Phone: 9752 9502. Email: bfarrell@cis.catholic.edu.au

The Secretary is Ms. Anna Crookston. Phone: 9752 9500. Email: cisinfo@cis.catholic.edu.au

CISSA is the CIS Student Association

Its Executive is listed in the Annual CIS Handbook, available online

Each course unit will be asked to nominate a Class Representative who can bring to CISSA any concerns of the class, and who can act as a liaison over such things like the student evaluation forms at the end of the semester

The CIS Academic Board is the CIS Board of Studies. Leaves of Absence from your program and "Withdrawals without Penalty" are processed by the College through the Academic Secretary.

The Assessment Review Committee is a committee of the CIS Academic Board which oversees academic results at the end of the semester. No results are final till they have been reviewed by this committee, monitored by the SCD, and tabled at the SCD Academic Board

The Senate is the governing body of CIS

The Chancellor **of CIS is the Archbishop of Sydney, Cardinal George Pell.**

Academic Expectations



1.19 Academic Misconduct

1.19.1 What is academic misconduct?

Academic misconduct includes, but is not limited to, the following:

- 1.19.1.1 Plagiarism is the representation of another's works or ideas as one's own; it includes the unacknowledged word for word use or paraphrasing of another person's work, and the inappropriate unacknowledged use of another person's ideas.
- 1.19.1.2 Cheating is the providing or receiving of information during tests and examinations; or providing or using unauthorized assistance at the computer terminal, or on field-work. Cheating would not usually include consultation with others or discussion amongst students about the preparation of assignments unless that was specifically forbidden. It includes unauthorised collusion. Academic fraud is the falsification and fabrication of, or dishonesty in reporting research results.
- 1.19.1.3 Improper behaviour is behaviour that interferes with students or staff in the pursuit of their academic endeavours. It includes disruptive behaviour in class or institutional facilities such as libraries.
- 1.19.1.4 Misrepresentation is the giving of false or misleading information in academic matters. It includes falsely claiming credit for past study; falsely stating that thesis material has not been used in another thesis, submitting work undertaken in one course in another course.
- 1.19.1.5 Unethical behaviour is behaviour that breaches accepted ethical standards. It includes failing to observe the terms of an ethical approval to conduct research; misuse of confidential information obtained in field education.

The full policy on academic misconduct is to be found in Section 8 of the annual CIS Handbook.

Assessment & Grading



The full procedure for assessment and grading can be found in Section 8 of the annual CIS Handbook

Library Resources



The Veech Library is the library of the Catholic Institute of Sydney. It contains around 80,000 monographs, subscribes to over 300 English and foreign language journals, and holds backruns to 712 periodicals.

The main collection (books and periodicals) is on open access. Closed stack contains specialised materials and collections e.g. the Benedictine, Rare Books, Hibernica, Australiana, Liturgical Books and Music. Closed stack material is available for consultation in the library only. Also associated with the Veech Library is the *Catholic Documentation Collection: recording Catholic life and culture in Australia*.

The collections, which are fully catalogued, are available through on-line computer terminals. Major online indexes and databases supplement an outstanding Reference collection. These resources include ATLA (American Theological Library Association index and database), CPLI (Catholic

Periodical & Literature Index), the *Philosopher's Index* and *BibleWorks*. PCs are also available for word processing and Internet access.

Borrowing facilities are available to staff, and students who have a current enrolment in a programme of studies at CIS - as identified on the eMinerva student database.

For the activation of borrowing rights currently enrolled students at CIS must present a student card, issued from the Registry, complete with photo identification. This is then made into a Library Borrowing Card by the Library staff.

Students enrolled at SCD Member Institutions other than CIS, but who are studying at CIS, are not provided a CIS Student Card. These students are to produce their own home institution student card along with SCD 'Application for Borrowing Status' form. This form will be available at their 'home' library and must be verified by their own librarian. The Veech staff will then issue them with a Veech Library card, without a photo.

Restricted borrowing privileges are also available to students enrolled in degree programmes at other SCD Member Institutions, former students of CIS and other private researchers (see below). Application forms may be found at the Main Desk. The "Rules & Conditions of Use" of the Veech Library are available at the Main Desk.

Student Support and Welfare Policy



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Student Disability Policy

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Tuition Assurance



The Sydney College of Divinity has a Tuition Assurance Scheme in the event that one of its Member Institutions, or the College, itself, is forced to terminate the delivery of its programmes. A copy of this policy can be found in the Section 22 of the annual CIS Handbook.

Calendar of Events



The CIS annual calendar can be found in Section 4 of the annual CIS Handbook

Timetables



The Semester Timetables can be found on the CIS website: www.cis.catholic.edu.au and on the Registry Shelves at the Registry Office as well as on the Registry Notice board.

My Student Survival Page

EMERGENCY 000 or **112** from my mobile (to override key locks)

Government Departments

DIAC – Department of Immigration & Citizenship
131 881 www.immi.gov.au

ATP – Australian Taxation Office
Tax File Number: **132 861** www.ato.gov.au

Health Cover

My Important People & Places