

INTERNATIONAL STUDENT HANDBOOK 2025



COLLARTS AUSTRALIAN
COLLEGE
OF THE ARTS

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WELCOME FROM SAM, COLLARTS CEO

On behalf of the team at Collarts, I pay my respects to the custodians and knowledge keepers of the lands we live, learn and work on here in Naarm, the Wurundjeri Woi-wurrung and Bunurong / Boon Wurrung people of the Kulin nation. I honour this continent's first creatives, musicians, artists and designers – 75,000 years of unbroken storytelling – and the continuity of Indigenous cultural brilliance in which our work finds an anchor.

Students come first at Collarts. Our small classes and boutique campuses mean you'll be seen, known, and cared for. We have a strong commitment to inclusion, and we are proud of our QILT student engagement results. I hope your time here is characterised by our values:

- Be curious: Play, have fun, try new things, experiment, adapt and learn. Accept ambiguity and uncertainty. Embrace nuance and complexity. Ask questions and be open minded.
- Be kind: Get to know people, be gentle and respectful. Ask for help and help others. Be generous, humble and compassionate.
- Get connected: Share information freely, listen deeply and be honest. Invite people in. Build trust. Find collaborators who yearn for the same things. Have faith in the power of the team.
- Be courageous: Take risks. Be ambitious and determined. Find your voice: speak up and be vulnerable. Persevere. Practise progress over perfection. Make failure a step to success.
- Master your passion: Immerse in the creative process. Find your thing: show grit in the face of struggle. Hone your artistry. Challenge yourself in the relentless pursuit of excellence.

Thank you for choosing Collarts - I'm so glad you've joined us.



WELCOME FROM TIM, COLLARTS DEAN

Today you're joining more than 2,000 students from over 30 countries in 4 campuses and 50 high schools. You'll be taught by some of the brightest minds in industry across all disciplines: ARIA award winners, renowned playwrights, actors and comedians, leading film and screen directors, DOLBY Atmos practitioners, recognised music producers and sound engineers, design and animation award winners, and some of the most experienced and respected event and entertainment academics in Australia.



We are driven by a shared set of beliefs here at Collarts:

- Creativity is vital and imagination lights paths to new opportunities. Curiosity and playfulness are essential for solving complex problems.
- Difference is powerful. You're welcome here: be yourself – we like it that way.
We're diverse by nature and inclusive by choice because difference delivers results.
- Stories change the world. Storytelling is our superpower: we create new worlds and commit to the liberation of diverse narratives, to new voices.
- Education transforms hope into agency. We don't just dream it. We bring it to life and use it for good. Creative education makes a profound impact and legacy.

We will be your collaborators and co-conspirators, your network of connections, your coaches, mentors and guides, your cheer squad.

We see you. You're one of us.

Welcome home.



GET STARTED AT COLLARTS

To get you ready for your study journey at Collarts, here are some key things that you need to tick off your list.

GET YOUR STUDENT ID

Your Student ID is available as a digital card; we're doing our bit to save the environment and reduce plastic waste! You can access it under My Digital ID and add your own photo directly. This will have your details and is valid for all of the student discounts you've had your eye on!

We will need a current photo of you on our system so our team can get to know you. It also helps our teachers put a name to your face.

- If you're an on-campus student there will be opportunities for you to take your photo at Orientation, or you can pop by the Wellington St Student Services window anytime to get your photo taken.
- If you're an online student you'll need to send us a photo to support@collarts.edu.au with the Subject line, "Student Profile Photo - [your name here]".

Some notes about ID photos:

- Make sure you are centred in frame
- Have a simple background
- Feel free to smile!

IT REQUIREMENTS

At the time of enrolment all Collarts students will be emailed details on how to access the learning materials and enrolment information online. All Collarts students are assigned a @mycollarts.edu.au email address. Students should check their Collarts email on a regular basis to ensure they keep up to date with key announcements and important information regarding their enrollment.

As a Collarts student, there are some IT requirements you will need to be able to successfully complete your course. These include:

- Access digital learning content
- Access audio and video recordings
- Submit and complete online assessments
- Participate in classes and discussions via online communication and collaboration platforms

MINIMUM IT REQUIREMENTS

- Access to a desktop or laptop computer - you may not be able to properly engage in your studies or classes, or complete and submit assessments, with a mobile or tablet device
- Accessories
 - Speakers or headset
 - Microphone
 - Web camera

Operating systems:

- MacOS 12
- Windows 10

INTERNET

A reliable, high-speed broadband internet connection, with sufficient upload and download capacity.

Contact your internet service provider if you have concerns about your data allowance or internet

SOFTWARE

Office software to create documents, spreadsheets and presentations and access some online classes. Office 365 is available as a free download as part of your student account.

There may also be software required for your specific course. Your Program Leader will advise you of this when you start.

Have an IT question? Our IT team can help with queries relating to on-campus wi-fi access, student email, Canvas LMS, passwords, printing, and more! Contact us via email at helpdesk@collarts.edu.au.

LEARN MORE ABOUT IT AND SOFTWARE

(student login is required)

SET-UP YOUR STUDENT EMAIL

As a Collarts student, you will be provided with a student email account. This has already been set up for you and can be accessed through Gmail. In most cases, your email address will be the first letter of your first name, your last name, then your student number @ mycollarts.edu.au. For example, if your name was Aaron Person your email would be: aperson1234@mycollarts.edu.au.

A default password will be sent to your personal email, which will allow you to access your MyCollarts student email. We highly recommend changing your password after your first login.

[LOGIN TO YOUR STUDENT EMAIL \(GMAIL\)](#)

(student login is required)

If you have any questions or are experiencing any issues accessing your email, please contact helpdesk@collarts.edu.au.

SIGN INTO MYCOLLARTS

MyCollarts is your student and community portal. Use your Collarts email and password to sign in.

You will find important information related to your enrolment, timetable, and administrative forms inside of My Record. Information on all the support services Collarts offers inside of My Support. Your learning resources and tools to help you in the classroom in My Learning. With social spaces and what's on at Collarts hosted in My Community.

[LOGIN TO MYCOLLARTS](#)

TAKE A TOUR OF CANVAS

Canvas is the Learning Management System (LMS) you will use to access your learning content, announcements, and assessments. Our Get Started with Canvas resources will help you to find out how to do the things that you need to do in Canvas quickly and easily.

(student login is required).

OUR CAMPUSES

Collarts offers state-of-the-art facilities and collaborative spaces in the heart of Melbourne's vibrant creative community. These inspiring spaces provide the perfect environment for your creativity and innovation to grow.

All our campuses are accessible.

WELLINGTON STREET 208 Wellington St, Collingwood VIC 3066

Wellington is our flagship campus and gives students direct access to Student Support and our experienced faculty. Featuring a high quality performance auditorium and recording studios, Wellington Street is located in the heart of Melbourne's vibrant music and arts scene, and is home to our entertainment courses.

- Monday - Friday / 8:30am - 10:00pm
- Saturday / 9:00am - 5:00pm
- Sunday / 10:00am - 4:00pm

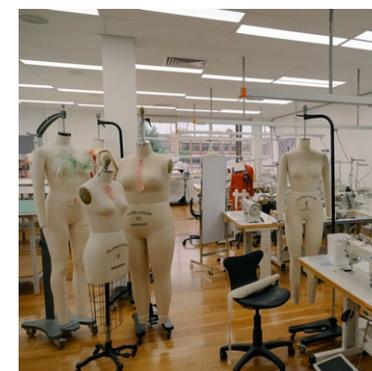
[DOWNLOAD CAMPUS MAP](#)

GEORGE STREET 2/156 George St, Fitzroy VIC 3065

George Street is a light-filled creative hub, fitted out with state-of-the-art equipment, studio facilities and an outdoor courtyard. Home to our photography, fashion and performing arts courses, George Street acts as a meeting place between our many multi-disciplinary streams - ideal for cross-course collaboration.

- Monday - Thursday / 8:30am - 8:00pm
- Friday / 8.30am - 5pm
- Saturday / 9:00am - 5:00pm
- Sunday / 10:00am - 4:00pm

[DOWNLOAD CAMPUS MAP](#)



CROMWELL STREET
67/69 Cromwell St, Collingwood VIC 3066

Cromwell Street is home to our interior design, digital & social media, animation and game design courses. With a unique interior inspired by each of the disciplines it houses, Cromwell Street is filled with natural light and bright, open spaces designed for collaboration.

- Monday - Friday / 8:30am - 8:00pm
- Saturday - Sunday / 10:00am - 4:00pm

[DOWNLOAD CAMPUS MAP](#)

BRUNSWICK STREET
209 Brunswick St. Fitzroy VIC 3065

Brunswick Street is our dedicated music campus, offering rehearsal spaces and recording studios fitted out with industry-standard equipment from the likes of Roland, Fender, Boss and Akai. Located in the heart of Fitzroy's bustling music scene, this small campus is designed for networking and collaboration between our music courses.

- Monday - Friday / 8:30am - 10:00pm
- Saturday / 9:00am - 5:00pm
- Sunday / 10:00am - 4:00pm

[DOWNLOAD CAMPUS MAP](#)



FACILITIES

STUDY SPACE

Each campus offers various study spaces, including computer labs with access to the software needed for your course.

CONNECTIVITY

- Campus-wide Wi-Fi
- B+W and colour photocopiers
- Computer labs

EQUIPMENT AND ROOM BOOKING

- Light-filled studio spaces
- Fully equipped photography studio
- Rehearsal and studio spaces
- Edit Suites
- Resource centre and library (on campus and online)
- Self study spaces

COMMON AREAS AND KITCHENS

- Student kitchen with fridges, microwaves, sandwich press, coffee machine and filtered water
- Breakout rooms
- Bike racks
- Showers (except at Brunswick St)

COLLARTS SYSTEMS

Our website contains a wealth of information about our courses and units of study, career opportunities, study life at Collarts, and our processes, policies and procedures.

[COLLARTS.EDU.AU](https://collarts.edu.au)

CANVAS

Our Learning Management System, Canvas, is where your learning takes place. You can view and interact with course materials, access assessment criteria and submission, engage in group discussions, communicate with your instructor, and interact with other course users.

STUDENT PORTAL (MYCOLLARTS)

MyCollarts is your student portal. Use your Collarts email and password to sign in.

You will find important information related to your enrolment, timetable and administrative forms.

You'll learn more about all the support services Collarts offers, events, clubs, Peer Mentors and much more.

ROOM BOOKING (SKEDDA)

You can book rooms in our different campuses to study, practice, brainstorm, and more by using our booking platform.

[COLLARTS.SKEDDA](https://collarts.skedda)

EQUIPMENT BOOKING (CHEQROOM)

You can book equipment specific to your course

You can find more information about equipment and room bookings here

[CHEQROOM](#)

(student login is required).

STUDENT ENROLMENT

ACADEMIC CALENDAR 2025

[ACADEMIC CALENDAR](#)

CRITERIA FOR ADMISSION

1. Age Requirement

International student applicants must be at least 18 years of age at the time of commencement of their studies.

2. Academic Requirements

Applicants must meet one of the following minimum academic qualifications:

- Completion of an Australian Year 12 Senior Secondary Certificate of Education, or
- An overseas equivalent qualification.

3. English Language Proficiency

International students whose first language is not English must demonstrate English proficiency to handle the academic demands of tertiary education.

- The minimum required proficiency is IELTS 6.0, with no individual band score below 6.0, or an equivalent level of proficiency.
- Applicants who do not meet these requirements may complete an intensive English course at one of Collarts' pathway provider partners to achieve the necessary level of proficiency.

For more details on how to apply, please refer to the Admissions Policy on the Collarts website or contact our International Student Team for assistance.

[ADMISSIONS POLICY](#)

RPL

Recognition of Prior Learning (RPL) is designed to recognise and acknowledge current knowledge, skills, and attributes that students may have gained through previous study or work experience.

Students may be eligible for credit (Advanced Standing) or by articulating from one Collarts course to another. Collarts will grant course credit in Recognition of Prior Learning if the student is assessed to meet the requirements set by the college. International Students can only receive RPL at the application stage.

COURSE CREDIT FOR RECOGNITION OF PRIOR LEARNING (RPL) POLICY

TRANSFERRING BETWEEN COURSES

If a student wishes to transfer to another course of study at Collarts, a Course Transfer must be completed on MyCollarts.

MYCOLLARTS

(student login is required)

If an interview or audition is required, the student will receive written notification of the decision within five working days. If approved, the transfer will be processed by the Registrar team and the student will receive a new timetable.

ENROLMENT VARIATION

Students are allowed to make changes to their enrolment (study mode, study load, timetable) any time before the census date.

After the census date has passed, enrolment variations will incur fees and may incur academic penalties.

For more information please refer to the Assessment Policy

ASSESSMENT POLICY

DEFERRAL AND LEAVE OF ABSENCE, CANCELLATION AND WITHDRAWAL

Students may wish to Defer or take a Leave of Absence for a number of reasons. Both a Leave of Absence & Deferral are valid for 12 months, and we'll work with you to decide the right time for you to start - or continue - your studies.

If a student is unable to continue their course of study at Collarts they may apply to withdraw and cancel their enrolment at Collarts.

Please refer to the Deferral, Suspension or Cancellation of Enrolment Policy for further details.

DEFERRAL, SUSPENSION OR CANCELLATION OF ENROLMENT POLICY

TERMINATION

All students are expected to maintain high standards of academic honesty and integrity. Collarts reserves the right to suspend or cancel the enrolment of any student or group of students where there has been a breach of academic or general conduct. Students should refer to the Misconduct Policy on our website for information on what is considered to be acts of misconduct and how allegations of misconduct will be dealt with by the college.

MISCONDUCT POLICY

VARIATION

Collarts reserves the right to vary a course timetable, to vary course content, to vary the cost of a course and to, subject to enrolment numbers, cancel a course.

STUDENT SERVICES AND SUPPORT

KICK-START PROGRAM

This program is the perfect way to set you up for success with helpful tools to allow you to balance work, life, and study.

Taking place the week before Orientation, each session will be delivered in a practical workshop format where you will have the opportunity to learn from some of Collarts most experienced staff, ask questions about study, work on some exciting small group activities, and engage in discussions with your peers.

[LEARN MORE ABOUT ACADEMIC STUDY SUCCESS](#)

ORIENTATION

Orientation takes place the week before classes start.

During O Week you'll receive vital information to set you up for your study at Collarts. You'll gain an overview of your course and first trimester, meet your industry expert teachers, explore your campuses, be introduced to a wide range of support services, meet like-minded peers, and of course, have a chance to make your first memories at Collarts.

WELCOME FEST

Welcome Fest takes place during the first few weeks of each trimester. Made up of a diverse range of activities and activations across ALL of our campuses, it's an opportunity for both our new and current students to connect with each other and the Collarts community.

GENERAL SUPPORT

Our Student Support team can assist you during your studies with academic, administrative, wellbeing and general queries. Our Support advisors offer personalised support services for your academic, personal, and general needs. Our inclusive approach ensures that every student receives the assistance they need.

Contact us at support@collarts.edu.au
1300 818777

IT SUPPORT

The Collarts IT department provides computer support to students in relation to user access; hardware related problems and software applications etc. Staff and students who require IT support should email their request to helpdesk@collarts.edu.au.

STUDY SUPPORT

Collarts offers support and guidance in a variety of academic areas, such as essay writing, referencing, research techniques, time management, planning, presentations, and critical reflection.

We also offer support in developing learning habits, guidance in using online tools for writing feedback, managing references and creating a personalised research compendium. Meetings

[LEARN MORE](#)

are available in one-on-one sessions in person, online, or via email. Individual courses also offer subject-specific tutoring.

(student login is required).

LIBRARY

The Collarts Library is a vital resource for students, offering a comprehensive collection of books and research materials for successful completion of assessments. By providing access to a diverse range of scholarly sources, the Library empowers students with the tools to conduct in-depth research, develop critical thinking skills, and effectively support their arguments in assessments. Whether students require primary sources, secondary literature, or specialised databases, the Library's extensive collection ensures that they have the necessary information to excel in their studies.

[LEARN MORE](#)

EQUITABLE LEARNING AND ACCESSIBILITY

The Equitable Learning and Accessibility service can work with you to develop a Student Access Plan, implement reasonable adjustments and other support. Your Student Access Plan serves as a guideline for you and your teaching staff to implement study adjustments. It also acts as an effective communication tool to inform your tutors and lecturers about your support needs.

WELLBEING

For life threatening emergencies, please call 000.

All Collarts students can access free and confidential services thanks to our Collarts Mental Health Hotline which is available 24/7 all year round.

Phone: 1300 045 853 Text: 0485 874 578

Text or call this service for help with:

[BOOK HERE](#)

- Finding immediate relief from emotional stress
- Identifying coping strategies for current problems or a crisis
- Exploring pathways or longer-term solutions
- Working out the next steps to take

Please note the Collarts Mental Health Hotline does not offer ongoing counselling nor is able to provide any health practitioner documentation but can link you with community counselling and wellbeing services, and external support.

LEARN MORE

CAREER ADVICE

Studying at Collarts gives you access to your very own Career Pathways Advisor, giving you advice that is specific to you and your individual career goals. Sometimes the pathway to your career goals are unclear and you will need to discuss this with someone. Your Career Pathways Advisor understands what it means to carve out a career in the creative industries and is ready to help you plan a realistic and achievable roadmap to your success.

1 ON 1 MEETINGS

Need extra help with content, assessments requirements or industry knowledge? You can arrange 1 on 1 meetings with your lecturers or program leaders. We are here to help.

STUDENT LIFE

EVENTS

Collarts staff and students organise events throughout the year to engage students in their community, help them build relationships.

An events calendar is available on the Student Portal MyCollarts (student login is required)

LIVING IN MELBOURNE

COST OF LIVING

As a requirement of the student visa application, international students are required to demonstrate and/or declare that they have genuine access to sufficient funds to cover the cost of living while in Australia. The Department of Home Affairs requires international students to demonstrate that they have access to at least A\$29,710 a year (excluding course fees) to fund their living costs in Australia (2024)

Learn what to include in the cost of living, please visit: [Study Melbourne](#)

To calculate the cost of living, please visit: [Cost of Living calculator](#)

ACCOMMODATION

Melbourne has a wealth of accommodation options for students. We know navigating them can be slightly overwhelming, so we've put together a list of recommendations to give you a helping hand. If you're looking to move and don't have access to a car, we recommend looking at suburbs well-connected to our campuses via public transport. A few options include Melbourne CBD, Northcote, Abbotsford, Clifton Hill, Thornbury, Preston, Carlton, and Brunswick.

ACCOMMODATION PROVIDERS

These companies have high-rise apartment buildings in Melbourne's CBD, most of which are connected to Collarts campuses via a short tram ride. Many have large communal spaces, including kitchens, study rooms, rooftops, laundry, cinemas, and gyms. All utilities are included in your weekly rent—accommodation provider, The Switch, even includes laundry in their rent price! —and some host monthly events programs, which are a great way to meet new people. They offer a range of room types, such as Studio Apartments, where you will have a space to yourself, as well as Shared Apartment options, with most providers offering apartments that house 2 - 6 students. Apartments include all furniture, meaning you only need to supply bedding, kitchenware, and other personal belongings. Prices change each semester, so it is best to contact the company directly. Depending on the room type, they generally range from \$350 to \$600 per week.

SWITCH LIVING

UNILODGE

JOURNAL STUDENT LIVING

IGLU

SHARE HOUSING

Share housing can be a great option if you want something slightly cheaper than Student Accommodation and don't want to set everything up yourself; it also allows you to meet new people. Most houses will be fully furnished in all common spaces, and some will have furnished bedrooms.

FLATMATES

FLATMATE FINDERS

FAIRY FLOSS REAL ESTATE

QUEER HOUSING MELBOURNE

GAY SHARE

CONNECT WITH COLLARTS STUDENTS

After enrolling at Collarts, you'll gain access to our Collarts Common Room Facebook Group—a private group for current Collarts students and alumni—where students post available rooms in their shared houses and you can post that you're looking for students to rent with you.

COLLARTS COMMON ROOM

RENTING A PROPERTY

These sites have online listings for renting a property alone or with friends. Most rental properties will come unfurnished, and you will have to set up and pay utilities separately, pay a bond and meet specific requirements. You will also have to sign a lease (the minimum is typically 12 months).

DOMAIN

REALESTATE.COM.AU

CONSULATES IN AUSTRALIA

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

Telephone 1300 555 135 within Australia (or +61 2 6261 3305 from overseas)

SMS: +61 421 269 080

FOREIGN CONSULATES

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

CONSUMER PROTECTION & YOUR RIGHTS

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

CONSUMER AFFAIRS VICTORIA

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

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

If you have issues with your workplace, visit the Fair Work Ombudsman website or call the Fair Work info line on 13 13 94 (toll free within Australia) or +61 2 6120 8989

(outside Australia)

VICTORIA EQUAL OPPORTUNITY & HUMAN RIGHTS COMMISSION

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

STUDY MELBOURNE

Study Melbourne is committed to ensuring that you feel safe and confident while living and studying in Victoria and our friendly team at the Study Melbourne Hub is always available if you need advice and support. You can also get free legal advice on your accommodation and employment arrangements.

STUDY MELBOURNE HUB

LEGAL MATTERS

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

EMERGENCY AND POLICE ASSISTANCE

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

Is someone seriously injured or in need of urgent medical help?

Is your life or property being threatened?

Have you just witnessed a serious accident or crime?

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

When you call Triple Zero (000):

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

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

To Report a Crime: Crime Stoppers Victoria: 1800 333 000

Non-Emergency Matters: Collingwood Police Station: (03) 8413 1700

1 Eddy Ct, Abbotsford VIC 3067

The role of the Victorian Police Force is to reduce crime and improve community safety.

When you call Crime Stoppers or the Collingwood local police station, you do not have to give any personal information if you do not wish to do so.

EMERGENCY AND AFTER-HOURS SUPPORT SERVICES

EMPLOYMENT

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

- You cannot undertake work until you have commenced your course in Australia
- When your course has commenced you can work a maximum of 48 hours per fortnight during the trimester and unlimited hours when your course is not in session, for example during trimester breaks. (2024).

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

Students should also check the Department of Home Affairs website for more details including information on work entitlements for you and your dependent family members if you have permission to work. You can also refer to the Fairwork Ombudsman for information about your workplace rights.

DEPARTMENT OF HOME AFFAIRS

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

AUSTRALIAN TAXATION OFFICE

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

HEALTH INSURANCE AND HEALTH SERVICE

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

The facilities and services you have access to will depend on the health insurance provider you choose for your OSHC. OSHC covers you for certain medical costs if you need to visit a doctor or go to hospital whilst you are studying in Australia. You may like to visit OSHC Australia where you can compare quotes and various coverage options to best suit your circumstances. Or you may go directly to a number of providers including:

- Australian Health Management
- BUPA Australia
- Medibank Private
- Allianz
- NIB

When visiting a doctor you may or may not be charged a fee depending on whether the medical practice 'bulk bills' or not. Those that 'bulk bill' do not cost you anything as they bill Medicare

(Australia's universal health insurance scheme) directly for the full fee. Most doctors, however, charge more than the basic scheduled fee recommended by the Government. You will generally get back 85% of this fee from the health fund. Always ask before making an appointment whether that medical practice charges the scheduled fee or bulk bills.

Doctors and medical practices, locations and telephone numbers can be found online.

Each public hospital has a 24-hour Emergency Department where you can seek help after hours and during weekends. Expect to wait a long time to see a doctor at a public hospital except in the case of an emergency. Your health insurance covers the total cost of your stay and treatment in a shared ward at a public hospital.

Private hospitals are very expensive for treatment and accommodation. Your health insurance will cover some of the cost of a private hospital, but you will have to pay the difference. Hospital names, locations and telephone numbers can be found online (ie in the Yellow Pages Online). The Private Health Insurance Ombudsman deals with complaints from the private health sector—if you have a problem or wish to make a complete, visit their website or call 1800 640 695.

SAFETY AND INCLUSION

EQUITY AND DIVERSITY

Collarts' commitment to diversity and inclusion is woven into the fabric of our community. We actively promote an inclusive environment through dedicated programs, events and support services tailored to all our students.

Every member of the Collarts community must be able to pursue their activities in an atmosphere based on mutual respect and dignity for all. Harassment, bullying and violence of any nature are unacceptable, unlawful, and contrary to a safe environment for learning and working.

Collarts takes all complaints of harassment, bullying or intimidating behaviour seriously as prescribed in the college Grievance & Appeals Policy for Non-Academic Matters. All people belonging to the Collarts community are responsible for actively intervening to prevent harassment, bullying or intimidating behaviour.

GRIEVANCE & APPEALS POLICY

LGBTQIA INCLUSION

Collarts has a vibrant and diverse community of students, staff, and supporters. We recognise that those who identify as part of the LGBTQIA+ community face unique challenges and we're committed to providing a welcoming and safe space to foster our diversity.

WHAT IS CONSENT?

Consent is an agreement between participants to engage in sexual activity. Consent should be clearly and freely communicated.

Consent Matters is an online module to help you understand sexual consent and promote positive change in university communities. All Collarts students and staff are required to complete the Consent Matters online module.

CONSENT MATTERS

CODE OF CONDUCT

The Collarts Student Code of Conduct applies to all students within the student community and aims to ensure the safety, comfort, and wellbeing of everyone at Collarts.

All students at enrolment accept their shared responsibility in maintaining a safe, discrimination-free and collegial environment at Collarts. Students enrolled in a course of study at Collarts are expected to act with honesty and integrity and respect the wellbeing and safety of others.

(student login is required)

MISCONDUCT

Student misconduct is characterised by students: behaving dishonestly; harassing or interfering with other students or staff; disrupting other students' learning; failing to comply with legal requirements; mistreating or destroying college property or the property of other students or teachers; altering or destroying Collarts documents or records; marring the good name of Collarts; or otherwise acting in an inappropriate manner. Collarts will report all criminal acts committed by Collarts students to the relevant authorities.

(student login is required)

MISCONDUCT POLICY

PRIVACY AND CONFIDENTIALITY

Collarts is committed to the protection of privacy in compliance with the Commonwealth Privacy Amendment (Private Sector) Act (2000). The college Privacy Policy aims to protect the privacy of its employees, students, and community in relation to the collection, protection and disclosure of personal information.

PRIVACY POLICY

IN THE CLASSROOM

Timetables will be published in advance of each trimester. As a guide, the next trimester's timetable will be published at least four weeks before the new trimester commencement date. Timetables are subject to change. Students should regularly check their timetables in the lead up to the trimester start date via the 'Sessions' tile in MyAdmin.

Collarts encourages 100% attendance for all classes. We believe that consistent class attendance significantly impacts academic performance, as evident in studies linking attendance to higher grades. Attendance fosters a sense of belonging and achievement.

ASSESSMENTS

ASSESSMENTS AND EXAMS

All units in Collarts' courses are assessed either through assignments or end of trimester examinations. Assessment criteria, weighting, and due date are contained in the unit outline and final grades are published at the end of each trimester.

When completing written assignments students must cite all sources, and use the Harvard referencing style when copying or paraphrasing somebody else's ideas, words, and work.

Assignments must be submitted according to the respective Unit Outline on Canvas or as specified by your lecturer.

Students must keep a copy of all assignments that they submit for assessment.

ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT

All Collarts students are expected to maintain high standards of academic honesty and integrity. Academic misconduct covers all circumstances where students attempt to cheat, plagiarise, and act dishonestly when undertaking assessment tasks.

Understanding Academic Integrity is an online module to help you understand what acting with academic integrity in your studies means. All students are required to complete this module.

[COMPLETE THE ACADEMIC INTEGRITY MODULE](#)

(student login is required)

More information about Academic Integrity and Academic Misconduct can be found here:

[ACADEMIC INTEGRITY & CONDUCT POLICY](#)

[MISCONDUCT POLICY](#)

(student login is required)

EXTENSION AND SPECIAL CONSIDERATION

Where a student requires a short extension for an assessment they should consider informally discussing the request with their teacher or Program Leader first. A teacher may allow short extensions for assessments (up to 48 hours), but a request for an extension does not guarantee it will be granted.

Where a student requires a deferred assessment or exam for a longer period, an Application for Extension or Special Consideration Form should be lodged, with the appropriate supporting documentation on MyCollarts Forms.

[MYCOLLARTS FORMS](#)

[EXTENSION AND SPECIAL CONSIDERATION POLICY](#)

STUDIOSITY

Collarts students can access study help, online, anywhere. Studiosity connects you in real-time with live experts or gives you feedback in less than 24 hours.

[STUDIOSITY](#)

ACADEMIC PROGRESS

Collarts has a proactive and systematic approach to monitoring course progression so that students at risk may be identified as early as possible and offered a tailored intervention strategy to assist their learning and academic performance through their course of study.

RESULTS

GRADES

GRADE	ABBREVIATION	PERCENTILE	DESCRIPTION
High Distinction	HD	85-100	<p>Outstanding or exceptional work in terms of understanding, interpretation and presentation. Displays genuine originality and a high level of thought. Informed, up to date, also highly independent and persuasive.</p> <p>Expression and technique going beyond the scope of the assignment demonstrating a level of professional quality prepared for production. Outstanding command of the tools, artistic ability, and attention to detail taking the project to completion. Excellent preparation and process.</p>
Distinction	DD	75-84	<p>A very high standard of work that demonstrates originality and insight. Informed, up to date, sustains a clear, cogent and persuasive argument. Shows evidence of wide reading or artistic study that has been effectively assimilated. Highly competent in conceptual, discursive and interpretive areas. Evidence of insight into topic and material.</p> <p>Evidence of thinking that goes beyond lectures and tutorial discussion. Excellent technical and artistic achievement. Consistently coherent and professional work. Shows evidence of the potential of an artistic partner, not simply technical achievement. Clear evidence of preparation and process that has contributed to advancement of ability.</p>
Credit	CR	65-74	<p>Demonstrates a high level of understanding and presentation and a degree of originality and insight. Can organise material, but argument may lack clarity, or be very derivative or be poorly structured. Alternatively, it may be good work that goes astray at crucial points.</p> <p>Generally dependent upon lecture and other class material. Command of the required toolsets is adequate to complete assigned work. Overall confidence when completing assignments with occasional lapses in artistry or unresolved technical issues. Good evidence of preparation and process.</p>
Pass	PP	50-64	<p>Satisfies the minimum requirements. Adequate and passable. Lacks sophistication but has some understanding of the material and basic command of the tools. Weak presentation. Satisfactory level of preparation and technical engagement. Inconsistencies in translation, file organisation and quality of final presentation. Some evidence of preparation and process.</p>

GRADE	ABBREVIATION	PERCENTILE	DESCRIPTION
Conceded Pass	CP	50	Where a student receives a mark between 48% and 49.5% for the unit and recommendation is made to the Moderation Committee that the student should be awarded a Conceded Pass of 50%. Only two Conceded Passes are permitted in any award.
Fail	NN	0-49	Did not achieve minimum requirements of the unit. Poor quality work. Little or no evidence of effort or of basic academic or technical skills. Negligible grasp of the material or of relevant issues. Badly presented. Poor communication skills. No evidence of preparation or process.
Withheld	WW	n/a	Results may be withheld where students have fees outstanding or have failed to return materials on loan from the library. Results and academic transcripts will not be available until items are returned. This may also delay the eligibility of a student to graduate. Once items have been returned results will be made available.
Advanced Standing	AS	n/a	Application through Collarts' Recognition of Prior Learning (RPL) procedure to satisfy requirements of the unit.
Withdrawn Without Penalty	WD	n/a	Withdrawal from a unit before study period census date, or approved withdrawal after study period census date, without incurring debt for unit and no academic penalty. The unit is fully removed from the academic transcript. This grade may be awarded by Student Services or nominee, if a student has submitted written advice of withdrawal from the unit prior to census date for the study period.
Withdrawn With Penalty	WN	n/a	Withdrawal from a unit after study period census date incurring debt for the unit.

TRANSCRIPT AND CERTIFICATE

A transcript is available at the end of each trimester. To download your transcript, please log into MyCollarts and select transcript. Please note that these are not official transcripts.

You will receive an official certificate and a testamur upon completion of your qualification.

MYCOLLARTS

GRADUATION

Graduation takes place once a year, usually around April. Students will be contacted to confirm attendance and have the opportunity to purchase tickets for their family or friends.

Collarts graduation date is on our academic calendar.

COURSE FEES

A full list of the fee schedules for individual courses and units can be found on our website here.

[COLLARTS.EDU.AU](https://collarts.edu.au)

If you have chosen to pay for more than one trimester of your studies upfront you will receive an corresponding invoice that will need to be paid in full by the due date on the invoice.

PAYMENT OF TUITION FEES

International students must fulfil their tuition fee obligations by paying the full amount listed on their invoice no later than two weeks prior to the commencement date.

International students must pay their tuition fees upfront in accordance with the ESOS Act 2000 and the college International Student Admissions Policy.

[INTERNATIONAL STUDENT ADMISSIONS POLICY](#)

REFUNDS

For more information please check the college's International Tuition Fee Refund Policy which contains important information about refunds and our policy for re-crediting a FEE-HELP balance.

[INTERNATIONAL STUDENT REFUNDS POLICY](#)

TUITION ASSURANCE

Collarts protects students in the event that the college ceases to provide a course in which they are enrolled. Information about the Tuition Protection Services can be found on our website.

Tuition fees for the course may increase each year (such as in the event of unforeseen government changes of fees levied by the Australian Government against Collarts for the conduct of the course) and Collarts reserves the right to increase its fees to recoup any such charges that may be levied.

[TUITION PROTECTION SERVICES](#)

POLICIES

All Collarts Policies and Procedures are available on our website.

[POLICIES AND PROCEDURES](#)



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