



BRISBANE • AUSTRALIA

Queensland Institute of
Business and Technology

**Student
pre-departure
guide**

2007



Welcome To QIBT

Congratulations on making Queensland Institute of Business and Technology (QIBT) your choice for further study. Together we will create your future. QIBT is committed to excellence in teaching and to maintaining a supportive and caring environment to ensure the best chance of your success.

The staff at QIBT would like to take this opportunity to welcome you to Brisbane. We will assist you to benefit from living and studying in Australia, and our objective is to help you to achieve academic success and to reach your study goals.

Information in this Pre-Departure Guide will assist you in preparing for living in Australia and particularly for study at QIBT. There are many differences which you will experience in coming from your home country to Australia. It is generally helpful to know some of the changes and differences you will experience so you can plan effectively for this important transition.

We look forward to welcoming you to Queensland Institute of Business and Technology.

Heather Tinsley

Managing Director and Principal

QIBT



Contents

| | |
|--|----|
| Welcome to QIBT | 2 |
| Contents..... | 3 |
| Preparing for Brisbane | 4 |
| Step 1: Accepting your Letter of Offer | 4 |
| Step 2: Applying for a Student Visa | 5 |
| Step 3: Booking your flight | 6 |
| Step 4: Airport Pick-Up booking | 6 |
| Step 5: Temporary accommodation..... | 7 |
| Step 6: Permanent accommodation..... | 8 |
| Step 7: Emotional preparation | 10 |
| Step 8: Pre-departure checklist | 12 |
| Step 9: Important documents to bring with you..... | 12 |
| Step 10: Useful items to bring to Australia..... | 13 |
| Arriving in Brisbane..... | 14 |
| Customs and quarantine..... | 14 |
| Airport arrival instructions..... | 15 |
| Starting at QIBT | 16 |
| On arrival checklist | 16 |
| How to get to QIBT..... | 16 |
| QIBT office hours..... | 16 |
| Orientation and enrolment | 17 |
| Orientation and semester dates..... | 18 |
| Living in Brisbane | 19 |
| Climate..... | 19 |
| Currency..... | 20 |
| Cost of living..... | 20 |
| Books and other study costs..... | 22 |
| Shopping and food | 22 |
| Transport | 23 |
| Telephones | 23 |
| Banking..... | 24 |
| Employment | 24 |
| Places of worship..... | 25 |
| Australian culture and customs..... | 25 |
| Common Australian Expressions..... | 27 |
| QIBT Contact details..... | 29 |

Step 1: Accepting your Letter of Offer

Your Letter of Offer confirms that you have been offered a place for a particular program of study at QIBT. It will include your student ID number, program starting date, program duration, total program fees, information on obtaining a student visa, and a Griffith University Letter of Offer (if applicable). As it includes important information about your forthcoming program of study at QIBT, it is important that you read your Letter of Offer carefully.

You will need to quote your student ID number in all correspondence with QIBT.

To accept your offer of study at QIBT and Griffith University, you MUST complete the 'Acceptance of Offer' and Griffith University 'Refund Policy Form' and return them to QIBT together with total fees payable for the first semester of the program.

When you accept your offer of study at QIBT, pay the first semester fees and ensure you meet all the conditions stipulated on your Letter of Offer. Then you will receive an electronic Confirmation of Enrolment (eCOE) form. Students who accept their offer of study for their Bachelor program at Griffith University will also receive an eCOE for their Bachelor program.

Students under 18 years old must also complete and return the 'Living Arrangements for Under 18 Students' and the 'Application for Homestay' forms. Once these forms have been received by QIBT, the 'Confirmation of Appropriate Accommodation and Welfare' and eCOE forms will be sent to you. Students who will not be living with a homestay family that has been approved by QIBT will be required to demonstrate to Department of Immigration and Citizenship (DIAC) that they will be living with a parent, or a person who has custody of them, or a relative aged at least 21 nominated by either the parent or the person having custody of them.

Overseas Student Health Cover (OSHC)

International students are required to purchase Overseas Student Health Cover before coming to Australia. Payment of OSHC means that your healthcare costs are covered as soon as you arrive in Australia. OSHC was introduced to ensure international students have adequate healthcare arrangements during their stay in Australia. OSHC ensures international students can access appropriate healthcare without undue financial hardship. In addition, the Department of Immigration and Citizenship (DIAC) requires all holders of a student visa to maintain OSHC.

Worldcare is QIBT's preferred provider of OSHC. QIBT arranges payment to Worldcare when you pay your OSHC premium with your tuition fees. Your membership card will be provided during orientation.

If you can provide evidence that you have existing OSHC with a minimum cover for a period of 6 months from the commencement date of your program at QIBT, you will not be required to pay OSHC to QIBT. It is your responsibility to ensure that your OSHC is up to date while studying in Australia.

- ➔ Further information on the benefits of OSHC will be provided during your orientation program.



Recognition of Prior Learning (Exemptions)

Students may apply for exemptions from one or more courses of study at QIBT on the basis of having completed the equivalent course at another institution.

Students who wish to apply for exemptions for courses at QIBT are encouraged to do so prior to their arrival in Australia. You will need to complete a Credit Transfer form, which is available from the QIBT office, and return it to QIBT with the following documents (if the documents are not in English, you should provide a certified translation with the Credit Transfer form):

- Certified copies of your academic record and award certificate from the other institution
- Certified copies of the course outlines from the other institution

QIBT will process your application and forward a formal notification of the outcome to your current mailing address. If your application has been successful, QIBT will amend your academic record to reflect that you have been awarded exemption for the course(s) of study.

You will not be able to apply for exemption from courses after the end of the first teaching week.

The maximum credit permitted in the Certificate or Diploma programs at QIBT, each constituting eight (8) months or more of full-time study, is one-half of total credit for the program – ie. a maximum of 40 Credit Points.

Step 2: Applying for a Student Visa

All international students need a student visa to study in Australia. A multiple entry visa will allow you to travel home for holidays and return to Australia without the need to apply for other re-entry visas. You will need a Letter of Offer or electronic Confirmation of Enrolment (eCOE) from QIBT before you can apply for a student visa at your nearest Australian Diplomatic Mission (ie. Australian High Commission, Consulate or Embassy).

For your packaged program at Griffith University you will need to apply for:

- Subclass 573 Visa

If you apply for a subclass 573 Visa, you can be granted a student visa to cover the total proposed package only if you provide eCOEs for all programs.

Your student visa application will be assessed according to your Assessment Level, which is determined by the passport you hold and your student visa subclass, and the relevant assessment factors.

If you are already in Australia and have a current student visa or your student visa is soon to expire, you can lodge your visa application at the DIAC office in Brisbane or via the internet. In order to apply for a student visa inside Australia, you must not have a 'no further



stay' condition (8534) on your visa. If your visa is subject to condition 8535, you may only apply for a further student visa if you have the support of your sponsor agency.

Detailed information on applying for and being granted a student visa is available on the DIAC website: www.immi.gov.au/study/index.htm

Step 3: Booking your flight

It is advisable that you book your flight to Australia as soon as you have confirmed your enrolment at QIBT as many students travel to and from Australia at the beginning and end of each semester.

Plan to arrive in Brisbane at least 7 days prior to orientation to give yourself time to settle in, find permanent accommodation, open bank accounts and familiarise yourself with your new environment. This adjustment will be a major change to your normal routine and leaving your arrival to the last minute may create unnecessary problems.

As you are required to attend classes for the full semester, you cannot arrange to return home at the end of the semester until after the last day of examinations.

Step 4: Airport Pick-Up booking

To assist you with your arrival in Brisbane, a QIBT representative is available to meet you on arrival at the airport and transfer you to your accommodation. To apply for Airport Pick-Up, you must pay your fees and complete the 'Application for Airport Reception' form as soon as your flight details have been confirmed or at the latest, the week before your arrival. To apply for Airport Pick-Up, please visit the following website:
<http://www.qibt.qld.edu.au/pickup.asp>

We cannot arrange Airport Pick-Up for you if you do not provide your flight details to QIBT. If you change your arrival details, you must notify QIBT prior to your arrival, otherwise you will still be charged the Airport Pick-Up fee.



Step 5: Temporary accommodation

You may wish to arrange temporary accommodation while you search for more permanent accommodation. If you are travelling with members of your family, you should also book accommodation for them in advance.

University Colleges

University Colleges - Brisbane Campuses

The temporary on-campus for accommodation for 2007 costs approximately AUD \$369.60 per week or \$52.80 per night (including meals), and depending on the availability of free rooms, is available until International Student Orientation. Please allow 72 hours notice to book temporary accommodation. For information on the availability of temporary accommodation on the Nathan or Mt Gravatt campuses, please email accommodation@griffith.edu.au.

Motels

Several temporary accommodation options are listed below. These places are all located within the surrounding area of the Mt Gravatt campus and are accessible by public transport.

Comfort Inn Robertson Gardens

Phone: (61-7) 3735 1999
Address: 281 Kessels Road, Robertson
Facsimile: (61 7) 3274 1428
E-mail: accom@robertsongardens.com.au
Website www.robertsongardens.com.au

Travelodge Upper Mt Gravatt

Phone: 61 7 3347 7400
Address: 18 Macgregor Street, Upper Mt Gravatt 4122
Facsimile: 61 7 3347 7500
E-mail: hotel@intgravatt.travelodge.com.au
Website: www.travelodge.com.au

Colonial Motor Inn

Phone: 61 7 3849 4849
Address: 1165 Logan Road, Mt Gravatt
Facsimile: 61 7 3849 6434

Holland Park Motel

Phone: 61 7 3394 4422
Address: 917 Logan Road, Holland Park
Facsimile: 61 7 3394 4422

Salisbury Hotel/Motel

Phone: 61 7 3275 1922
Address: 688 Toohey Road, Salisbury
Facsimile: 61 7 3275 1191

**University Park**

Phone: 61 7 3255672
Address: 45 Barrett Street, Robertson
Facsimile: 61 7 3255 6156
Email: unipark@big.net.au
Website www.universitypark.com.au

Unaccom Gardens

Address: 28 Barrett Street, Robertson
Telephone: 61 (7) 0423 575 575

Troughton Place

Address: 351 Troughton Road, Robertson
Telephone: 61 (7) 0423 575 575

Griffith Glen

Address: 116 Klumpp Road, Upper Mt Gravatt 4122
Telephone: 61 7 3219 3160
Facsimile: 61 7 3841 0841

Griffith International Student Villas

Address: Cnr Orange Grove Road & Henson Roads, Salisbury
Telephone: 61 7 3216 6535
Mob: 0418 800 185
Email: james@studentvillas.com.au
Web: www.studentvillas.com.au

If your family wishes to contact you by telephone while you are staying in temporary accommodation, they should do so only between 8.30am and 5.30pm or at other times advised by the motel.

You must pay for this temporary accommodation – the cost is not included in your tuition fees. Should you wish to cancel your accommodation booking, please provide adequate notice as a cancellation fee may be charged by the motel if they are not notified within 72 hours of your expected arrival.

Step 6: Permanent accommodation

QIBT offers a range of permanent accommodation options: Mt Gravatt Residential College rooms; homestay; University Park and information on off-campus accommodation options.

Mt Gravatt Residential College (on-campus accommodation)

You may choose to live in Mt Gravatt Residential College, though places are limited. Demand is high for the Residential College so please apply early.

Mt Gravatt Residential College provides a reasonably priced living environment which is safe, attractive and comfortable. The Residential College offers fully catered single-room accommodation for 90 students in natural bushland, within 5 minutes walking distance of lecture rooms and other facilities. All rooms have telephone and internet connections.



2007 Rental Costs

All prices are in Australian dollars. All costs include an internal telephone, electricity, hot water, and the use of washing machines and dryers.

By far the majority of our College members live in College for the 1st and 2nd semester and return home for the vacations. They are considered semester college members. Our rental payments are based on this pattern.

Cost is approximately \$259 (includes catering) per week, depending on whether you stay for the whole semester. In addition, the following fees apply:

Security Deposit

The \$450 security deposit is a refundable amount paid by all College members and held but the University to cover any outstanding college debts on termination of residency. Any outstanding rental or repair costs of damages will be debited against the deposit on termination of residency. This fee is normally refundable within four weeks of vacating a college.

Maintenance and Development Levy

The Maintenance and Development Levy is a \$330 (GST inclusive) once only non-refundable levy payable in advance by all new college members.

More information about rental payments can be found in the [Griffith Colleges Community Standards](#) handbook.

Price includes a furnished single study bedroom, 21 meals per week, electricity, laundry facilities plus general college facilities (eg. common rooms). Rent is payable from the day of entry. Please note that you must provide your own bed linen and clean your own room.

To apply for Mt Gravatt Residential College, please visit the following website:
<http://www.qibt.qld.edu.au/mgrc.asp>

A Residential College application form will not be processed until QIBT tuition fees have been paid.

Off-campus accommodation

Griffith University has an Off Campus Accommodation Service which can assist you to find off-campus accommodation. Off-campus accommodation options available are: rental accommodation (eg. houses, apartments, flats or units), boarding houses or share accommodation.

During the start of each semester, the accommodation service makes available regularly updated lists of houses and flats available for rent in the suburbs surrounding Mt Gravatt campus. You can obtain a copy of the rental list by telephoning +61 7 3875 6673 or visiting the following website: www.griffith.edu.au/ocs/accommodation

If you are planning to find your own accommodation off-campus you may wish to arrange for temporary accommodation when you first arrive (see the section on Temporary Accommodation).

You will need to arrive before orientation to ensure that you have enough time to look for accommodation.



For more information about residential guidelines in Brisbane, visit the Residential Tenancies Authority website: <http://www.rta.qld.gov.au/index.cfm>

While assistance is provided, it is your responsibility to find your own permanent accommodation. Therefore, it cannot be arranged on your behalf prior to arrival.

Homestay

If you want to experience living with a local Brisbane family then homestay is a good option for accommodation. All families are located within commuting distance of Mt Gravatt campus. Homestay includes breakfast, dinner and a packed lunch as required. The cost of living with a homestay family varies depending on whether the homestay family becomes a guardian. Homestay prices are approximately \$200.00 per week. Minimum stay in homestay accommodation is 4 weeks. All QIBT homestay families undergo a police clearance to ensure that the family is of good character.

To apply for homestay, you should lodge an application form as early as possible before starting your studies. Please visit the following website for more information: <http://www.qibt.qld.edu.au/homestay.asp>

The homestay application form will not be processed until QIBT tuition fees have been paid, flight details are provided and placement fees have been paid.

International students under 18 years old who will not be living with a parent, a person who has custody, or a relative aged at least 21 while in Australia, must be accommodated with a homestay family that has been approved by QIBT. More information is available on the following website: <http://www.qibt.qld.edu.au/under18.asp>

University Park, Genesis and Resort Rez

University Park offers excellent value with apartments available for lease as a whole or on a room only shared apartment basis. There are two types of apartments: the Cambridge, which has three bedrooms with one bathroom and the Harvard, which has three bedrooms all with their own ensuite.

To apply for University Park, you should lodge an application form as early as possible before starting your studies. Please visit the following website for more information: <http://www.universitypark.com.au>

- For information on more student accommodation go to: **Genesis-** <http://www.genesis1.com.au/index.htm> and **Resort Rez-** <http://www.resortrez.com.au/student-accommodation/index.php>
- Further information on accommodation will be provided during your orientation program.

Step 7: Emotional preparation

It is important to be prepared for some of the mental and emotional changes that you will experience upon your arrival in Australia. Not only are you leaving your family and friends as you go into an exciting journey of living and studying in a new country, you will be



facing many new and exciting challenges as you adjust to new teaching and learning styles, new culture and customs, and maybe even a new language.

You may initially experience mixed emotions – excitement, tiredness, sadness, frustration, happiness, confusion – but remember that this is a perfectly normal experience for anyone when it is their first time in a new country. This period will usually pass and things will get better as you become more familiar with your surroundings.

Here are a few tips to help you adjust:

- Read about Australian culture to help you prepare for the new experiences you will encounter.
- Bring some of your favourite things from home – family photos, music, etc.
- Talk with family or friends about how you are feeling.
- Speak with the Welfare Advisor or other staff at QIBT who will be able to offer you support and advice.
- Attend the QIBT orientation program and meet other students, many of whom are also new to QIBT and Australia.
- Maintain contact with your Mentor (you will be placed with a student Mentor during orientation) throughout the semester to seek advice and clarification while adjusting to your study and life in Australia.
- Participate in the various events and activities held on campus throughout the semester.
- Join a club or society that caters to your interest or you can develop new ones!
- Ask for more information if you need it – Australians are friendly people.



Step 8: Pre-departure checklist

- Arranged to arrive in Brisbane before orientation day (date indicated on the 'Orientation Program' flyer)
- Applied for a student visa before entering Australia
- Arranged accommodation and airport pick-up
- Had a thorough medical, optical and dental check-up
- Have advised QIBT of any existing medical conditions that may affect your studies
- Have some cash in Australian dollars (approximately A\$400) and at least A\$3,000 in travellers' cheques and/or bank draft to cover initial expenses
- Checked the maximum amount of kilograms that you are allowed to carry on the airline
- Checked the quarantine and customs regulations to be aware of what you *cannot* bring into Australia with you
- Have applied for exemptions/Recognition of Prior Learning, if applicable

Step 9: Important documents to bring with you

- A valid passport containing a valid student visa
- Your electronic Confirmation of Enrolment (eCOE) form
- Your Letter of Offer from QIBT
- Certified copies of your academic transcripts (including evidence of your English language proficiency), if you have not already provided these documents
- Detailed program syllabus (original or certified copies) for any previous studies if you wish to apply for exemptions/Recognition of Prior Learning (RPL). Please note that you will not be able to apply for exemption from courses after the end of the first teaching week.
- Personal identification (eg. birth certificate, etc)
- Driver's licence: check that it is current for the period you will be in Australia and renew your licence if necessary. If your home licence is not in English, you should bring a certified translation with the licence.
- Any medical or optical prescriptions/certificates
- This pre-departure guide
- References from previous employers
- Receipts for valuable new goods that you are bringing with you to Australia
- Contact telephone numbers for family and friends



Step 10: Useful items to bring to Australia

Document folder – see the ‘Important documents to bring with you’ section

Clothing – dress codes in Australia are generally casual, with most students preferring comfortable, casual clothes such as jeans, shirts, etc. Bring some jumpers/pullovers/sweaters and jackets for winter and one or two outfits for formal occasions.

Adaptor plugs – Australia has 240 volts, AC 50Hz cycle. The Australian three-pin outlet is different from most countries, so you may need to purchase an adaptor plug for electrical appliances. Adaptor plugs are readily available at travel or electrical stores throughout Australia.

Electrical equipment – you may consider bringing electrical appliances such as rice cooker, stereo equipment and hair dryer.

Personal items – basic toiletries (eg. toothbrush), dictionary, alarm clock, etc.

Optical spares – a spare pair of spectacles or contact lenses if you wear them, as these may be expensive to replace in Australia.

Basic household items – most accommodation will not include cooking utensils, bed linen, blankets, pillows or towels. Most of these items can be purchased in Australia.

Customs and Quarantine

The Australian Quarantine and Inspection Services (AQIS) is the government organisation responsible for protecting Australia from exotic pests and diseases, while the Australian Customs Service intercepts illegal goods such as drugs and weapons. AQIS and Customs work together at airports, seaports and mail centres to detect and deter the unlawful movement of goods into Australia.

You need to be aware of what you cannot bring into Australia with you and therefore what you should not pack. It is also important that your family and friends at home know what they cannot send to you through the mail. Remember, many of the food items you may want to bring into Australia or have sent to you through the mail are readily available in Australian shops.

Before landing in Australia, passengers are given an Incoming Passenger Card to complete. This is a legal document. You must tick 'yes' to declare for inspection all food, plant material and animal products on arrival in Australia to ensure they are free of pests and diseases. Some products may require treatment to make them safe. Items prohibited due to pest and disease risks include eggs and egg products, dairy products, uncanned meat products, live animals, live plants, seeds and nuts, and fresh fruit and vegetables. These items will be seized and destroyed by AQIS or you can dispose of them in quarantine bins in the airport terminal. If you are not sure, ask a quarantine officer.

When you arrive at the airport, you will need to have the following documents ready for clearance:

- Passport
- Incoming Passenger Card

Your documents will be returned to you after processing. You may then collect your luggage from the baggage hall and proceed to the baggage examination area.

You may see a quarantine detector dog at the baggage carousel. They will be screening luggage for food, plant material or animal products of quarantine concern. If you see a detector dog working close to you, please place your bags on the floor for inspection.

Every piece of luggage brought into Australia is now x-rayed or screened. If you fail to declare or dispose of any quarantine items or make a false declaration, you will be caught and could be fined over A\$200 on-the-spot or prosecuted and fined over A\$60,000 and risk 10 years imprisonment.

Further information about AQIS and the Australian Customs Service can be found on the following websites: www.aqis.gov.au and www.customs.gov.au

Computers

If you choose to bring your computer with you, you should note that there is a high customs charge. However, if you declare that the computer is for your personal use for the duration of your study and that you will take the computer back to your home country when you leave Australia, AND you have a student visa, proof of your enrolment with QIBT (eg. your eCOE) and proof of your personal computer showing that you have had it for 12 months or more, then there is no customs charge.



Airport arrival instructions

If you have booked airport pick-up, please go to the arrival hall after you have cleared the customs area where a QIBT representative will meet you. Our representative will be holding a QIBT sign with your name written on it. Please introduce yourself to the QIBT representative, who will escort you to the car and take you to your accommodation.

You will be required to pay the driver the airport pick-up fee if you have not paid QIBT already.

Do not leave the area until you have made contact with the QIBT representative. If you are unable to find our representative, please call the emergency telephone number 0433 135 339 immediately. You are advised not to leave the airport or take a taxi to your accommodation if airport pick-up has been arranged and confirmed. If you make alternative arrangements without informing QIBT at least 72 hours in advance, you will be required to pay for related charges. You must also contact QIBT immediately if there are changes to your arrival time.

If you have not applied for airport pick-up, you can take a taxi to your accommodation. Travelling time from the airport to Mt Gravatt is approximately 20 minutes and taxi fare will cost approximately A\$65.

It is advisable that you have a small amount of Australian dollars with you for phone calls or minor expenses. Currency can be changed upon arrival at the airport at one of the bureau de change offices.

If you bring more than A\$10,000 in Australian or foreign currency into Australia, you must report this to customs officials on arrival. Failure to report is an offence.

On arrival checklist

- ❑ Contact your parents, relatives or friends to let them know you have arrived safely
- ❑ Keep all documentation (eg. passport, rental lease, etc.) in a safe place
- ❑ Finalise your permanent accommodation
- ❑ Explore your campus
- ❑ Familiarise yourself with the local area
- ❑ Try using public transport
- ❑ Attend the orientation program
- ❑ Apply for a tax file number (TFN) with the Australian Taxation Office
- ❑ Open a bank account (do not forget to advise the bank of your TFN)
- ❑ If you have any questions, contact the QIBT office

How to get to QIBT

QIBT is located on Griffith University's Mt Gravatt campus, which is less than 15 minutes by car from the city. On-campus parking is available. The 177 and 112 bus services run to and from the city on a regular basis (go to the 'Brisbane Transport Bus Timetables' section on this website for details: <http://www.transinfo.qld.gov.au/>). A regular free shuttle bus service also runs between Griffith University's Mt Gravatt and Nathan campuses.

QIBT office hours

The QIBT office is open Monday to Friday, from 8.30am to 5.00pm. The office is closed on Saturday and Sunday.

If you need help, assistance or guidance in any matters, speak to the QIBT reception staff who are happy to answer your questions.

QIBT is located at:

International Building (M14)
Griffith University, Mt Gravatt campus
Messines Ridge Road
Mt Gravatt
Queensland 4111
Australia



QIBT's contact details are:

Phone: +61 7 3735 6900
Fax: +61 7 3735 6901
E-mail: info@qibt.qld.edu.au
Website: www.qibt.qld.edu.au

Orientation and enrolment

The orientation program starts at 8.45am on the date indicated on the 'Orientation Program' flyer that was sent to you with your eCOE. Please visit http://www.qibt.qld.edu.au/index.php?option=com_content&task=view&id=13&Itemid=32

Attendance at the orientation program is compulsory.

What is orientation?

Orientation is a series of activities and programs intended to provide you with valuable information and assistance to help you make an effective and efficient transition to study at QIBT and to perform at your best as quickly as possible.

What happens at orientation?

- Enrolment, involving course selection and timetable
- Obtain program information
- Obtain your student ID card
- Apply for your Overseas Student Health Cover (OSHC) card
- Be introduced to a range of QIBT services and facilities
- Purchase textbooks
- Tour the campus and library
- Meet your Mentor and new friends before commencing study
- Meet QIBT staff

What to bring to orientation

- Passport
- Letter of Offer/electronic Confirmation of Enrolment (eCOE)
- Contact details (Australian address and phone number, permanent overseas address, name and e-mail address of next of kin)
- Pen and paper



What happens if I miss orientation?

Students who miss orientation may find that they have less opportunity to select the courses and classes they wish to take during the semester as classes fill up quickly. This may mean that you will be studying most classes at night. In addition, if you do not attend orientation, you will miss valuable information about your program of study and you may find your transition to studying at QIBT and living in Australia more difficult.

If you arrive after orientation, you should report to the QIBT office immediately.

If you find that you cannot arrive by the first day of classes, you MUST contact QIBT to seek permission for late arrival. If permission is granted, it is your responsibility to catch up on any work that has been missed. If for any reason (including late issue of a visa) you are unable to arrive in Brisbane before the end of the second week of semester, you must immediately request that your offer of a place be deferred to the following semester. Any fees that have been paid will be transferred and no financial penalties will apply.

Orientation and semester dates

| Intake | Orientation for new students | Standard semester commences | Mid-semester break | Semester concludes |
|-------------|------------------------------|-----------------------------|---------------------|--------------------|
| 2007 | | | | |
| February | 21-23 February | 26 February | 9- 13 April | 9 June |
| June | 18-22 June | 25 June | 13-18 August | 6 October |
| October | 15-19 October | 22 October | 24-28 December | 2 February 2008 |
| 2008 | | | | |
| February | 25 -29 February | 3 March | 24 -28 March | 14 June |
| June | 23 -27 June | 30 June | 18 -22 August | 11 October |
| October | 20 -24 October | 27 October | 29 Dec – 2 Jan 2009 | 7 February 2009 |
| 2009 | | | | |
| February | TBA February | TBA February | TBA April | TBA June |
| June | TBA June | TBA June | TBA August | TBA October |
| October | TBA October | TBA October | TBA December | TBA February 2010 |

* MEAP, PQP and the Diploma's of Biosciences, Criminology and Engineering have different Orientation dates. Please check with QIBT for exact dates.

Brisbane has been voted Australia's 'Most Livable City' and Queensland's most popular slogan is 'Beautiful one day – perfect the next'.

The city is located on the Brisbane River and nearby attractions include national parks, mountain resorts and famous surfing beaches on the Gold and Sunshine Coasts.

English is Australia's official language but, as one-fifth of the population was born overseas, other languages are spoken here. A Chinatown is located in the inner Brisbane city suburb of Fortitude Valley and many other cultural groups are active within the community. Brisbane is considered one of the most multicultural cities in the world.

During your stay, you will have access to a wide range of entertainment including cinemas, local and international theatrical productions, a variety of restaurants and extensive parks and gardens. You can shop within the city centre or major suburban centres. During weekends, there are several markets including the Riverside markets and South Bank markets.

Brisbane has an excellent state library located within the Queensland Museum and Performing Arts Complex in the Queensland Cultural Centre on the inner city riverbank. This complex is next to the world famous South Bank Parklands.

The Gold Coast is only an hour's drive from Brisbane and there are many theme parks, beaches and resorts, which makes it the number one tourist destination in Australia.

Sport and fitness are major interests amongst Australians. Brisbane has swimming pools, gymnasiums, squash courts, tennis courts, golf courses and other sports centres. QIBT also provides facilities on the Mt Gravatt and Nathan campuses of Griffith University, which cater for a range of individual and team sports.

Climate

Brisbane has comfortable and sub-tropical weather and enjoys a climate of brilliant hot summers and clear mild winters.

Whilst maximum average temperatures in summer generally linger around 30°C, the summer months have some extremely hot days. People with fair skin need to take care in using hats, cool clothing and sunscreen that protects their skin from the sun. These commonsense practices are essential to enjoying Brisbane summers.

The winter is mild and very pleasant. Most winter days are sunny with average temperatures of around 17°C. Average monthly rainfall over the year is around 96 millimetres with an average of 8 hours of sun per day.

If you begin your study in February, you will arrive in Brisbane's late summer; if you arrive in June, it will be the beginning of winter; and if you arrive in October, it will be mid-spring.



Here is an indication of average temperature and rainfall patterns throughout the year:

September/October/November – Spring

Mean temperature: 20.8° C
Max. average temperature: 26° C
Min. average temperature: 15.6° C
Precipitation average: 73mm a month
Wind speed average : 10.6 km/h

December/January/February – Summer

Mean temperature: 24.8° C
Max. average temperature: 29.2° C
Min. average temperature: 20.4° C
Precipitation average: 150.4mm a month
Wind speed average: 10.9 km/h

March/April/May – Autumn

Mean temperature: 21.1° C
Max. average temperature: 25.8° C
Min. average temperature: 16.4° C
Precipitation average: 102.3mm a month
Wind speed average: 9.2 km/h

June/July/August – Winter

Mean temperature: 15.6° C
Max. average temperature: 21.2° C
Min. average temperature: 10.1° C
Precipitation average: 56.7mm a month
Wind speed average: 9.4 km/h

Currency

Australian currency (A\$) is decimal with the dollar as the basic unit (100 cents equals one dollar). Notes come in \$100, \$50, \$20, \$10 and \$5 denominations. Coins come in \$2, \$1, 50c, 20c, 10c and 5c denominations. Prices are rounded to the nearest 5c.

You can change foreign currency or travellers' cheques at the airport at a fair exchange rate. Moneychangers at the airport are open between 5.30am – 11.30pm.

Cost of living

The costs supplied in this section are estimates only. All costs are quoted in Australian dollars and may be subject to inflation or currency fluctuations.

The cost of living depends on individual lifestyles. QIBT estimates that a single international student requires approximately A\$12,000 – A\$15,000 per year for accommodation, textbooks and other study materials, as well as your personal expenses including transport, entertainment and recreation costs. This amount does not cover major expenses such as the purchase of a car, television, stereo or computer.

Please note that the first few weeks in Australia may be expensive, due to an outlay of 'one-off' expenses. These may include temporary accommodation, rental bonds, books, clothing, furnishings, etc. As such, we recommend you bring at least A\$3,000 in travellers' cheques and/or bank draft to cover initial expenses.

It is advisable that you open a bank account immediately upon arrival, so you can transfer funds from overseas.

To provide you with a guide to prices in Brisbane, the **approximate** cost of some common items are given on the next page:



| Item | Cost |
|--------------------|--------------|
| Chicken thighs | A\$11.00/kg |
| Chicken drumsticks | A\$3.79/kg |
| Minced beef | A\$10.00/kg |
| Stewing beef | A\$7.49/kg |
| Beef blade steak | A\$9.49/kg |
| Pork chops | A\$8.00/kg |
| Apples | A\$2.59/kg |
| Navel oranges | A\$0.74/kg |
| Bananas | A\$0.70/kg |
| Beans | A\$2.70/kg |
| Chinese cabbage | A\$2.16 each |
| Carrots | A\$0.30/kg |
| Onions | A\$2.65/kg |
| Potatoes | A\$2.68/kg |
| Tomatoes | A\$5.00/kg |
| Potato chips | A\$2.65/100g |
| Chocolate bars | A\$2.00/100g |
| Butter | A\$0.60/100g |
| Tasty cheese | A\$10.00/kg |
| Eggs | A\$0.64/100g |
| Full cream milk | A\$1.80/1L |
| Fresh juice | A\$3.17/1L |
| Sandwich bread | A\$2.50/loaf |

| Item | Cost |
|----------------------------|---------------------------|
| Instant noodles | A\$0.75/100g |
| Cereal | A\$1.00/100g |
| Sugar | A\$1.41/kg |
| Tea | A\$2.12/100g |
| Rice | A\$1.79/kg |
| Toothpaste | A\$3.00/100g |
| Shampoo | A\$1.50/100ml |
| Toilet rolls | A\$0.56 each |
| Laundry powder | A\$3.80/kg |
| Women's shirt | A\$20.00 each |
| Women's skirt | A\$30.00 each |
| Men's T-shirt | A\$20.00 each |
| Men's jeans | A\$50.00 each |
| Women's sandals | A\$20.00-A\$40.00 each |
| CDs | A\$20.00-A\$35.00 each |
| Takeaway food | A\$5.00-A\$15.00 per meal |
| Restaurant meals | A\$10.00-A\$30.00 each |
| Men's haircut | A\$10.00-A\$25.00 each |
| Women's haircut | A\$18.00-A\$100.00 each |
| Telephone - local | A\$0.40/call |
| Postage - within Australia | A\$0.50 each |
| Movie ticket | A\$7.00-A\$14.00 each |
| Petrol - unleaded | A\$1.00- \$1.20/L |

Students are entitled to discounts on a variety of entertainment, travel, etc upon presentation of their student ID card.



Books and other study costs

Depending on your program of study, the cost of textbooks varies between A\$300 and \$800 per year. You should at least buy essential textbooks and use the university library for supplementary reading. Second-hand books can sometimes be purchased at the Student Representative Council second-hand book shop but take care to buy the relevant edition. There is a bookshop on the Mt Gravatt campus which stocks textbooks and stationery.

- ➔ A list of textbooks and materials essential for your studies will be provided during your orientation program.

Shopping and food

In order to be successful in your studies it is important to eat well and stay healthy. Many students living away from home for the first time do not know how to cook for themselves. It is useful to learn some basic cooking skills before you leave your country.

If you cook for yourself, most of the ingredients you require are easily available. There is a wide range of good shops close to QIBT and in the area in which you are likely to live. These shops sell Indian, Chinese, Korean, Indonesian, Malaysian, Japanese and Thai speciality foods.

Most shops and department stores have the following business hours:

| | |
|---------------------|------------------|
| Monday to Saturday: | 9.00am - 5.00pm |
| Sunday: | 10.00am - 4.00pm |

Large supermarkets are usually open until 9.00pm from Monday to Friday. Thursday is late night shopping in suburbs where shops are open until 9.00pm. Late night shopping in the city is on Friday.

It is important to know that Australia has a fixed price system. Bargaining is not a common practice. Remember when purchasing more expensive items (eg. stereos, computers) to shop around and compare prices as most retailers will match prices with other stores. When buying expensive items, it may also be acceptable to ask for a discount. For example, many retailers will give a discount when paying in cash.

Australia has a Goods and Services Tax (GST) of 10% on most items. The GST is included in the price you are asked to pay. Some things such as basic food, most education and health services, eligible childcare and nursing home care are GST-free.

- ➔ Further information on shopping and food will be provided during your orientation program.



Transport

Brisbane is big! Car, train, ferry, bus or bike – the transport options are many and varied to get you to where you need to go in Brisbane.

South East Queensland now has an integrated public transport fare system. This means that you are able to travel on any form of public transport – buses, trains and ferries – using the one ticket. Timetables and fares have also been adjusted to ensure better coordination between services. Timetables for buses can often be provided by the driver upon request or by telephoning the bus company.

Travel by taxi is safe and reliable, however this tends to be expensive. Taxis operate 24 hours a day in most parts of Australia. A meter on the dashboard of the taxi shows the fare. Most cities have special taxis available for people using a wheelchair.

Inter-campus bus service

A free bus service provides convenient and frequent transport between Griffith University's Mt Gravatt and Nathan campuses.

Student travel concession

All full-time tertiary students, on presentation of a valid student ID card, may purchase concession tickets that are valid for 1 month at a time, for 6 months or for 12 months.

Private transport

If you live close to the Mt Gravatt campus, cycling is the cheapest form of transport. A second-hand bicycle can be purchased for about A\$150. Cars and motorcycles can be expensive and if you decide to use this form of transport, remember the on-going costs of insurance, registration, repairs and petrol. A new small car costs at least A\$14,000 and a reliable second-hand vehicle costs about A\$6,000. Car insurance and registration costs are about A\$1,000 per year.

➔ Further information on public and private transport will be provided during your orientation program.

Telephones

Telephone calls can be made through:

- Public phones located in major public venues, shopping centres and post offices
- Private phones connected at your residential accommodation
- Personal mobile phones



Public phones accept a range of payment options: coins, phone cards and credit cards. The cost of a local call is 0.50c and is untimed. Calls to mobile phones and outside the local area (STD) are timed and charged by the minute. There are many options available in terms of residential phone providers. You must shop around in order to get the best deal.

In Australia, you need to dial 0011 for all international calls, followed by the country code, the area code for the city, and then the phone number; or 1800 062 058 (freecall) for service information. Phone cards offer cheap international call rates and are available from newsagents, convenience stores and all participating outlets.

Many people in Australia have a mobile phone, however, these phones can be very expensive to use. You should take care to fully understand the financial and legal obligations before you decide to buy one. Many overseas models are not compatible with the Australian phone system. Please check before you bring your mobile phone into Australia.

For life threatening emergencies, Australia's emergency phone number is 000. You can dial this number from your private phone or from a public phone free of charge. This is a 24 hour service and an operator will connect you to one of the following services: Police, Ambulance or Fire Brigade.

→ Further information on phones will be provided during your orientation program.

Banking

It is recommended that you open a bank account as soon as possible after arriving in Brisbane. When opening a bank account you will be asked to provide your passport and other forms of identification such as your credit card, driver's licence or student ID card. Most students open an account that has access to an Automated Teller Machine (ATM) via a handy card so that cash is accessible 24 hours a day, 7 days a week.

Most major banks are open from Monday to Thursday 9.30am – 4.00pm and Friday 9.30am – 5.00pm. The main banks in Brisbane include Suncorp, ANZ, Bank of Queensland, Westpac, Commonwealth Bank of Australia and National Australia Bank. Other financial institutions such as building societies, credit unions and finance companies can also be found. The nearest branch for these banks and financial institutions can be found at Westfield Garden City Shopping Centre, which is located 5 minutes from QIBT.

→ Further information on banking will be provided during your orientation program.

Employment

The Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) has recently changed the policies concerning the employment rights for international students. If you wish to seek employment in Australia, you must first complete form 157P 'Application for a Student Visa with Permission to Work'. This can only be processed in Australia and after the commencement of your program. This form can be obtained from the QIBT office or DIMIA website (www.immi.gov.au). Take your completed form to the QIBT office for verification and then submit it to DIMIA. You can also apply for a work visa over the internet. The application cost for a work permit visa is A\$60 and is non-refundable. A work visa will allow you to work up to 20 hours a week during a semester and full-time during semester breaks and vacations.



If you obtain employment whilst in Australia, it is recommended that you apply for a Tax File Number (TFN). You will be asked to provide your TFN when you complete a taxation deduction form at the commencement of employment. It is not compulsory to have or provide a TFN, however, if you do not have one, any income you earn will be taxed at a much higher rate.

Do not rely on part-time work to finance your studies or your cost of living as it is not always easy to obtain employment within Australia.

→ Further information on employment will be provided during your orientation program.

Places of worship

Brisbane offers a wide variety of different worship styles and venues, and caters for almost every form of religious worship. The Griffith University Multi-Faith Centre on Nathan campus provides a venue where prayer sessions are held by believers from various faiths. In addition, Chaplains and Religious Advisers who represent different faiths are available for discussion, counselling and conversation and can help you get in touch with your church, mosque or temple.

Australian culture and customs

Australia is a tolerant society with people from many different cultures. Although Australia has a large range of customs, each individual is encouraged to maintain and share their cultural beliefs and practices, within the framework of Australian law, while at the same time, respecting the right of others to do the same.

To adapt to life in the Australian community, it is important to be aware of some common customs.

Meeting and communicating with people

When meeting someone for the first time, it is usual to shake the person's right hand with your right hand. People who do not know each other generally do not kiss or hug when meeting.

Many Australians look at the eyes of the people they are talking with. This is considered to be a sign of respect and is an indication that they are listening.

When meeting a new person, Australians are not comfortable asking or being asked questions relating to their age, marital status or financial position.

Unless you have been introduced to someone by their given name, or asked to call them by their given name, it is common to address a new acquaintance using their title and family name (eg. Mr Jones, Mrs Citizen, Ms Smith, Dr Richards). In the workplace and amongst friends, most Australians tend to be informal and call each other by their given names.

Clothing

Australia is a diverse society. The variety of clothing which people wear reflects this diversity. There are few laws or rules governing clothing, although there are requirements to wear certain clothing for work situations and on certain premises.



Many people tend to dress casually and informally for comfort or according to the social situation and/or weather. Clubs, movie theatres and other places may require patrons to be in neat, clean clothing and appropriate footwear (not thongs or flip flops).

Many people also choose to wear their traditional dress, which may be religious or customary including monk's robe, burqa, hijab (headscarf) and turban.

Polite behaviour

Australians usually say "please" when asking for something or for a service and usually say "thank you" when someone helps them or gives them something. Not saying "please" and "thank you" will be seen as impolite.

Australians usually say "excuse me" to get someone's attention and "sorry" when we accidentally bump into someone. Australians also say "excuse me" or "pardon me" when we burp or belch in public or someone's home.

You should always try to be on time for meetings and other appointments. If you realise you are going to be late, try to contact the person to let them know. This is very important for professional appointments as you could be charged money for being late or if you miss the appointment without letting the person know in advance. A person who is always late may be considered to be unreliable.

Most Australians blow their noses into handkerchiefs or tissues, not onto the pavement. This is also true for spitting. Many people will also say "bless you" when you sneeze – this phrase has no religious intent.

It is important to know that some behaviour is not only impolite, but also against the law. Examples include swearing in public, pushing in front of people in a line (queue), and urinating or defecating anywhere except in a public or private toilet.



Common Australian expressions

Many common Australian expressions or slang (sometimes called colloquialisms) may seem strange to people new to Australia. If you are unsure of what an expression means, it is acceptable to ask the person who said it. Australians are happy to explain. Some common expressions are:

| Slang | Meaning | Slang | Meaning |
|---------------|---|-----------------------|--|
| Tucker | Food | He'll/She'll be right | Don't worry |
| Postie | Mail man | Little ripper | That's really good |
| Bloke | A man | Shot through | Left in a hurry |
| G'day | Hello | Smoke'O | A break at work |
| Arvo | Afternoon | Barbie | Barbecue |
| Good on ya | Well done | Beaut / Beaudy | Great / Fantastic |
| Mate | Friend | Hang on | Please wait |
| I dunno | I don't know | No worries | No problem |
| Yep | Yes | Ta | Thank you |
| Mozzie | Mosquito | Ya reckon? | Do you think so? |
| See ya later | Goodbye | Fortnight | Two weeks |
| Snag | Sausage | Chook | Chicken |
| Loo or dunny | Toilet | Fair dinkum | Honest / The truth |
| Flat out | Really busy | To be crook | To be sick or ill |
| You right? | Do you need any help? | Shout | To buy someone a drink at a bar or a pub |
| Cuppa | Cup of tea or coffee | BYO | Bring Your Own drink |
| Sickie | Day off work / To be ill | | |
| Bring a plate | When you are invited to a party, this means to bring a dish of food | | |
| How ya goin'? | How are you going? / How are you? / How do you do? | | |



Equity and anti-discrimination

You have the right to be respected and to have your needs considered as fairly as everyone else. Under the Anti-Discrimination Act, no person should be treated differently to others because of their race, country of origin, gender, marital status, pregnancy, political and religious beliefs, disability or sexual preference. In particular, men and women are equal under the law and for all other purposes.

It is unlawful to insult, humiliate, offend or intimidate another person or group on the basis of their race, gender, marital status, pregnancy, and political and religious beliefs.

A variety of acts may be considered offensive and/or unacceptable (sometimes called racial hatred) including speaking, singing and making gestures in public, as well as drawings, images and written publications such as newspapers, leaflets and websites.

Smoking and drinking

Smoking is prohibited in a growing number of places in Australia including most government offices, health clinics and workplaces. Smoking in restaurants and shopping centres is also prohibited in some states and territories. Non-smoking areas are often, but not always, indicated with a sign.

It is an offence for a retailer to sell tobacco products to a minor (that is, someone under 18 years old).

Drinking alcohol is legal in Australia but only in certain places at certain times. It is against the law for any person to sell or supply alcohol to a person under the age of 18 years (a 'minor'). It is also against the law for a minor to drink alcohol except on private property such as a private home. Drinking alcohol is prohibited in some public areas.

Noise

There are laws that protect Australians from excessive noise. In general, neighbours are tolerant of occasional noise, but if it is frequent, excessively loud or occurs at night, a complaint may be made to the local council or the police.



Queensland Institute of Business and Technology Pty Ltd

Griffith University, Mt Gravatt campus

Location address:

Messines Ridge Road
Mt Gravatt QLD 4111
AUSTRALIA

Postal address:

170 Kessels Road
Nathan QLD 4111
AUSTRALIA

Phone: +61 7 3735 6900

Fax: +61 7 3735 6901

E-mail: info@qibt.qld.edu.au

Website: www.qibt.qld.edu.au

CRICOS provider code: 01737F

Disclaimer

Every effort has been made to ensure that the information contained in this document is relevant and correct at the time of publication. QIBT accepts no responsibility for any errors, or any liability for any consequences that may follow from the use of the material. QIBT reserves the right to alter, amend or delete any information in this publication. February 2007.