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USQ APPROVED COURSE PROVIDER

# USQ Sydney



[usqsydney.nsw.edu.au](http://usqsydney.nsw.edu.au)

# ABOUT USQ SYDNEY

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The University of Southern Queensland Sydney (USQ Sydney) is committed to excellence in teaching, learning and research. This commitment is supported by quality student administration services and assistance.

USQ Sydney has its teaching and administration facilities located in Bellevue Street, Surry Hills, close to the heart of Sydney's Central Business District. USQ Sydney is within walking distance to the city's main transport, education, sports, government and tourist facilities.

USQ Sydney, in association with Canterbury Institute of Technology (CIT), facilitates a number of USQ postgraduate degrees. These degrees are in high demand in both the domestic and international employment markets. Weekly lectures and tutorials are scheduled for each course and are held in classrooms or computer laboratories. The academic staff located at USQ Sydney have years of professional and academic experience. USQ staff from the Toowoomba campus also visit USQ Sydney regularly to conduct academic workshops and undertake student counselling.

USQ Sydney provides students with a wide range of academic and welfare support services. New students are encouraged to attend the Orientation Program, conducted at the beginning of each semester, where details about living and studying in Sydney are provided.

USQ Sydney has an in-house Resource Centre where resources are available for reference. Students have access to the USQ online library to view electronic books and online journal databases. Students can borrow print books from the USQ Libraries by placing a request via 'Library Search' which are sent to the USQ Sydney Resource Centre for collection.

Students are also able to borrow books from other universities under the ULANZ (University Libraries of Australia and New Zealand) borrowing scheme at [caul.edu.au/programs-projects/ulanz-borrowing-scheme](http://caul.edu.au/programs-projects/ulanz-borrowing-scheme)

USQ Sydney prides itself on offering excellent student support services, a welcoming environment for students and affordable study costs. USQ Sydney looks forward to assisting all its students in achieving their educational goals and preparing them for the challenges ahead.



# ABOUT THE UNIVERSITY OF SOUTHERN QUEENSLAND

The University of Southern Queensland (USQ) is a dynamic university dedicated to providing quality degrees and programs in a flexible and supportive environment. In over 50 years, USQ has become a prominent teaching and research institution.

USQ is committed to helping students from all over the world achieve their career goals through study. USQ is known as a leading provider of on-campus and online degrees in Australia and overseas.

USQ students are taught and engaged by lecturers who, like its degrees, stay up-to date with changes in industry.

USQ is on the Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and must comply with a National Code of Practice. The Code sets strict requirements for all CRICOS-registered providers, degrees and courses.

## Degrees offered at USQ Sydney in association with the University of Southern Queensland

- Graduate Certificate of Business
- Graduate Diploma of Business
- Master of Business Administration
- Master of Professional Accounting
- Master of Cyber Security
- Master of Information Systems
- Master of IT Innovation

## Applying to study at USQ Sydney

Candidates must be at least 18 years of age to apply for degrees offered at USQ Sydney.

Carefully read the required academic qualifications, including USQ's English language requirements [policy.usq.edu.au/documents/14707PL](https://policy.usq.edu.au/documents/14707PL)

Complete all sections of the application form.

Attach all your academic transcripts to support your application. Please ensure these are certified true copies.

If you have previously studied in your home country, you may be eligible for credit to reduce the number of courses that you need to study to finish your degree. Please provide details of the material/content of the course you studied, as well as a certified copy of your qualification.

[usq.edu.au/study/international/apply/certified-documents](https://usq.edu.au/study/international/apply/certified-documents)

Please ensure you provide all the required supporting documentation with your application. Incomplete documentation will delay a decision about admission to your chosen degree and could mean you miss out on an opportunity to study at USQ Sydney.

Forward your completed application form and certified copies of results to USQ's representative, or post to:

Admissions Office

**USQ Sydney Education Centre**  
**Level 1, 29–35 Bellevue Street**  
**Surry Hills NSW 2010, AUSTRALIA**

[info@usqsydney.nsw.edu.au](mailto:info@usqsydney.nsw.edu.au)



USQ Toowoomba



USQ Springfield



USQ Ipswich

# Graduate Certificate of Business

CRICOS CODE	DURATION	MODE/ CAMPUS	START	ENTRY REQUIREMENTS	ENGLISH LANGUAGE REQUIREMENTS
084838C	0.5 year full-time 4 units	On-campus USQ Sydney	February, or July	Approved bachelor degree, or equivalent, from a recognised institution <b>OR</b> a minimum of 5 years' full-time relevant professional work experience equivalent to a bachelor degree qualification.	Minimum of <b>IELTS 6.5</b> , or equivalent (no component lower than 6.0, or equivalent)

## Why study this degree?

Expand your career prospects with a postgraduate qualification. This degree is designed to help you advance in your workplace with a postgraduate qualification, or be the first step on the road to a masters degree.

## Degree structure<sup>1</sup>

The Graduate Certificate of Business is comprised of four units of postgraduate courses as follows:

### GENERAL SPECIALISATION

Any four courses from the Master of Business Administration, Master of Professional Accounting, and Master of Information Systems.

Courses in some areas of study may have pre-requisites. Students wanting to study a course/s from other degrees across the University must seek approval from the Faculty of Business, Education, Law and Arts.

### NAMED SPECIALISATION

Students can choose a named specialisation from the Master of Business Administration.

## Further study pathway

Master of Business Administration, Master of Information Systems, Master of Professional Accounting

### NOTE

Students who have completed the Graduate Certificate of Business and do not have a minimum of two years full-time relevant professional work experience in business are not eligible to apply for entry to the Master of Business Administration degree until they have satisfied this work experience entry requirement.

<sup>1</sup> Courses offered may be subject to change

## Want to know more?

For more information on this degree, please visit [usq.edu.au/graduate-certificate-of-business](http://usq.edu.au/graduate-certificate-of-business)



'It's normal to feel both excited and nervous as a new international student.

**USQ Sydney is located in the heart of the city and I instantly knew this was where I wanted to be.**

During my study experience, I learnt so much from my lecturers that will benefit my career, and I felt totally supported by the university staff as I adjusted to my study life in Sydney.'

**Saumeshver**

Master of Information Systems

# Graduate Diploma of Business

CRICOS CODE	DURATION	MODE/ CAMPUS	START	ENTRY REQUIREMENTS	ENGLISH LANGUAGE REQUIREMENTS
089181K	1 year full-time 8 units	On-campus USQ Sydney	February, or July	Approved bachelor degree, or equivalent, in a business-related discipline.  For candidates with a bachelor degree, or equivalent, in a non-business-related discipline, USQ's Graduate Certificate of Business can provide a pathway into the Graduate Diploma of Business.	Minimum of <b>IELTS 6.5</b> , or equivalent (no component lower than 6.0, or equivalent)

## Why study this degree?

Looking to extend your career opportunities or undertake specialised postgraduate study in business? With a wide range of specialisations, or the ability to tailor a degree to suit your interests, USQ's Graduate Diploma of Business gives you the opportunity to align your study interests to areas that best-support your business career aspirations.

The flexibility of this degree also provides you with the option to choose two separate specialisations.

## Degree structure<sup>1</sup>

The Graduate Certificate of Business is comprised of eight units of postgraduate courses as follows:

### NAMED SPECIALISATION AND GENERAL SPECIALISATION

The Business Administration specialisation, or a four-unit named specialisation from the Master of Business Administration.

*USQ Sydney only offers the Business Administration and Digital Transformation specialisations.*

### PLUS

General specialisation of any four courses from the Master of Business Administration, Master of Professional Accounting, or Master of Information Technology.

### NOTE

Students who have completed the Graduate Diploma of Business and do not have a minimum of two years full-time relevant professional work experience in business are not eligible to apply for entry to the Master of Business Administration degree until they have satisfied this work experience entry requirement.

## Specialisation courses

### BUSINESS ADMINISTRATION

Select **four** courses from the following:

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ACC5502 Accounting and Financial Management

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CIS8000 Global Information Systems Strategy

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ECO5000 Economics for Managers

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MBA8000 Applied Business Research and Ethics

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MGT5000 Managing Organisational Behaviour

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MGT8022 Project-Based Management

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MGT8033 Leading Organisational Change

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MKT5000 Marketing Management

### DIGITAL TRANSFORMATION SPECIALISATION

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CIS8008 Business Intelligence

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CIS8011 Digital Innovation

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CIS8018 Strategic Information Security

Select **one** of the following courses:

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CIS8100 Digital Enterprise

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MGT8002 Strategic Management

## Further study pathway

Master of Business Administration

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<sup>1</sup> Courses offered may be subject to change

## Want to know more?

For more information on this degree, please visit [usq.edu.au/graduate-diploma-of-business](https://usq.edu.au/graduate-diploma-of-business)

# Master of Business Administration

CRICOS CODE	DURATION	MODE/ CAMPUS	START	ENTRY REQUIREMENTS	ENGLISH LANGUAGE REQUIREMENTS
040182B	2 years full-time 12 units	On-campus USQ Sydney	February, July or November	<p>Approved bachelor degree, or equivalent, in a business-related discipline from a recognised institution <b>PLUS</b> a minimum of 2 years' full-time relevant professional work experience in business.</p> <p>For candidates with a bachelor degree, or equivalent, in a non-business-related discipline, with 2 years' full-time relevant professional work experience in business, USQ's Graduate Certificate of Business can provide a pathway into the Master of Business Administration. Upon completion and achievement of a minimum GPA of 4.0, they will be eligible for entry into the Master of Business Administration.</p>	Minimum of <b>IELTS 6.5</b> , or equivalent (no component lower than 6.0, or equivalent)

## Why study this degree?

Gain a competitive edge with one of Australia's largest MBA degrees. You will learn about change and sustainability across global markets and contexts, as well as areas of contemporary business management. The emphasis is on helping you to understand the challenges in a fast-paced business environment, to make critical decisions about change, and to develop strategies to address such changes.

Degree structure <sup>1</sup>	Units
Foundation core courses	4
Non-foundation core courses	4
<b>PLUS</b> MGT8002 Strategic Management course	1
<b>PLUS</b> any 3 specialisation courses <sup>2</sup>	3
<b>TOTAL</b>	<b>12</b>

## Core courses

### FOUNDATION

ACC5502 Accounting and Financial Management

ECO5000 Economics for Managers

MGT5000 Managing Organisational Behaviour

MKT5000 Marketing Management

### NON-FOUNDATION

CIS8000 Global Information Systems Strategy

MBA8000 Applied Business Research and Ethics

MGT8022 Project-Based Management

MGT8033 Leading Organisational Change

## Specialisation courses

### GENERAL

Any **three** courses from other specialisations (approved by the Faculty of Business, Education, Law and Arts).

### PLUS

MGT8002 Strategic Management<sup>3</sup>

### DIGITAL TRANSFORMATION (IT)

CIS8008 Business Intelligence

CIS8011 Digital Innovation

CIS8018 Strategic Information Security

MGT8002 Strategic Management<sup>3</sup>

- 1 This degree structure may change as a result of re-accreditation, expected to be finalised by December 2019.
- 2 The three specialisation courses have to be approved by the Faculty of Business, Education, Law and Arts.
- 3 Unless special circumstances have been approved by the Faculty of Business, Education, Law and Arts, the student must have successfully completed a minimum of two-thirds of the degree before enrolling in this course. This must include at least six core courses. It is also highly recommended that MGT8002 be the last course to complete in the degree.

## Want to know more?

For more information on this degree, please visit [usq.edu.au/master-of-business-administration](http://usq.edu.au/master-of-business-administration)

# Master of Professional Accounting

CRICOS CODE	DURATION	MODE/ CAMPUS	START	ENTRY REQUIREMENTS	ENGLISH LANGUAGE REQUIREMENTS
082460D	2 years full-time 16 units	On-campus USQ Sydney	February, July or November	Approved bachelor degree, or equivalent, from a recognised institution.  Candidates without a relevant bachelor degree, or equivalent, and who have completed a minimum of 5 years' professional work experience, may be eligible for entry into USQ's Graduate Certificate of Business. Upon completion and achievement of a minimum GPA of 4.0, they may apply for entry into the Master of Professional Accounting.	Minimum of <b>IELTS 6.0</b> , or equivalent (no component lower than 5.5, or equivalent)

## Why study this degree?

USQ's Master of Professional Accounting is designed to help you achieve your goal of becoming a professional accountant. Study topics, such as strategic management accounting, corporate law, corporate finance, accounting information systems, and corporate governance and social responsibility. The emphasis of this degree is on developing technical and analytical skills that will prepare you thoroughly for the accounting profession.

## Professional accreditation

The Master of Professional Accounting meets the educational entrance requirements of both CPA Australia and the Chartered Accountants Australia and New Zealand (CAANZ). This provides associate membership of CPA Australia, eligibility to study the CPA professional exams, and eligibility to study the CAANZ professional exams.

Successful completion of the Master of Professional Accounting degree can qualify students for exemptions from the Fundamental level (9 papers) of the Association of Chartered Certified Accountants (ACCA) exams.

The Master of Professional Accounting is accredited by the Chartered Institute of Management Accountants (CIMA).

## Degree structure

ACC5000 Accounting Applications
ACC5200 Financial Reporting
ACC5213 Management Accounting with a Strategic Perspective
ACC5215 Corporate Accounting
ACC5216 Accounting Theory
ACC5218 Auditing Practice
ACC8000 Research in Accounting Practice
ACC8105 Financial Statement Analysis
ACC8801 Corporate Governance and Social Responsibility
ACC8802 Strategic Applications of Management Accounting
ECO5000 Economics for Managers
FIN5003 Decision Support Tools
FIN8201 Corporate Finance
LAW5230 Taxation Law
LAW8500 Australian Commercial and Corporations Law

Choose **one** of the following electives:<sup>1</sup>

CIS8000 Global Information Systems Strategy
FIN8202 Financial Markets and Instruments
LAW8118 International Business Law
MGT8033 Leading Organisational Change
MGT8037 Team Leadership
PRL5002 Strategic Issues and Crisis Management <sup>2</sup>
PRL8005 Management Communication <sup>2</sup>

<sup>1</sup> Students may choose other postgraduate courses with the approval of the Faculty of Business, Education, Law and Arts.

<sup>2</sup> This course is offered in odd-numbered years only.

## Want to know more?

For more information on this degree, please visit [usq.edu.au/master-of-professional-accounting](https://usq.edu.au/master-of-professional-accounting)

# Master of Cyber Security

CRICOS CODE	DURATION	MODE/ CAMPUS	START	ENTRY REQUIREMENTS	ENGLISH LANGUAGE REQUIREMENTS
0100420	2 years full-time 16 units	On-campus USQ Sydney	February, July or November	Approved 3-year bachelor degree, or equivalent.	Minimum of <b>IELTS 6.0</b> , or equivalent (no component lower than 5.5, or equivalent)

## Why study this degree?

USQ's Master of Cyber Security will provide you with the hands-on skills and technical expertise to protect your organisation's digital assets in an increasingly connected world. Apply theory to real-world problems through a capstone project in a collaborative environment at USQ or in your place of work. The cyber security sector is one of the most rapidly growing industries globally, as trained professionals are highly in demand by organisations of all sizes. Now is a great time to embark on a dynamic and global career in cyber security.

Degree structure <sup>1</sup>	Units
Foundation core courses	6
Advanced core courses	4
Advanced specialisation courses	4
1 x Capstone project course	2
<b>TOTAL</b>	<b>16</b>

## Core courses

### FOUNDATION COURSES

CIS5100 Professional Skills for Information Systems
CIS5310 Management of Information Systems Projects
CIS8708 Digital Forensics
CSC8100 Security Architecture
CSC8101 Penetration Testing
CSC8426 Advanced Web Technology

### ADVANCED COMPULSORY COURSES

CIS8710 Human Factors in Cyber Security
CIS8711 Cloud Security
CSC8421 Network Security
CSC8507 Networking Technologies

### CAPSTONE PROJECT COURSE

CIS8720 Cyber Security Project <sup>1</sup>
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## Specialisation

### BUSINESS APPLICATION

CIS5206 Data Mining for Business Analytics and Cyber Security
CIS8011 Digital Innovation
CIS8025 Big Data Analytics
CIS8504 Block Chain Fundamentals

### GOVERNANCE RISK AND COMPLIANCE SPECIALISATION

CIS8707 Cyber-incident Response
CIS8709 Cyber Governance and Leadership
CIS8712 Information Assurance and Risk Management
LAW3476 Privacy and Data Protection Law

### TECHNICAL SPECIALISATION

CSC8002 Big Data Management
CSC8003 Machine Learning
CSC8419 Cryptography and Security
CSC8512 Advanced System Administration

<sup>1</sup> This course is two units.

## Want to know more?

For more information on this degree, please visit [usq.edu.au/master-of-cyber-security](https://usq.edu.au/master-of-cyber-security)



# Master of Information Systems

CRICOS CODE	DURATION	MODE/ CAMPUS	START	ENTRY REQUIREMENTS	ENGLISH LANGUAGE REQUIREMENTS
082459G	2 years full-time 16 units	On-campus USQ Sydney	February, July or November	Approved 3-year bachelor degree, or equivalent. Candidates without a relevant bachelor degree, or equivalent, and who have completed a minimum of 5 years' professional work experience, may be eligible for entry into USQ's Graduate Certificate of Business. Upon completion and achievement of a minimum GPA of 4.0, they may apply for entry into the Master of Information Systems.	Minimum of <b>IELTS 6.0</b> , or equivalent (no component lower than 5.5, or equivalent)

## Why study this degree?

The IT sector has been identified as having a significant shortage of trained professionals, with the expectation that this shortfall will continue into the future. Now is an ideal time to embark on a career that will be dynamic, global and in demand. Completing the Master of Information Systems will give you the skills and knowledge you need to become an IT manager.

## Professional accreditation

The Master of Information Systems degree is accredited at professional level by the Australian Computer Society and, through the Seoul Accord, is recognised in other countries.

Degree structure	Units
Courses	16
<b>TOTAL</b>	<b>16</b>

## Courses

CIS5100 Professional Skills for Information Systems
CIS5101 Management of Business Online
CIS5200 Professional Skills for Systems Analysis
CIS5205 Management of Information Security
CIS5302 Professional Skills for Business Analysis
CIS5308 Management of Information Technology Services
CIS8000 Global Information Systems Strategy
CIS8004 Enterprise Planning and Implementation
CIS8008 Business Intelligence
CIS8009 Management of Business Telecommunications
CIS8010 Information Systems Project Management
CIS8011 Digital Innovation
CIS8018 Strategic Information Security
CIS8100 Digital Enterprise
CIS8500 Applied Research for Information System Professionals
CIS8501 Applied Information Systems Research Project

## Want to know more?

For more information on this degree, please visit [usq.edu.au/master-of-information-systems](https://usq.edu.au/master-of-information-systems)

# Master of IT Innovation

CRICOS CODE	DURATION	MODE/ CAMPUS	START	ENTRY REQUIREMENTS	ENGLISH LANGUAGE REQUIREMENTS
0100421	2 years full-time 16 units	On-campus USQ Sydney	February, July or November	Approved 3-year bachelor degree in the area of ICT, or equivalent. A minimum of 2 years' professional work experience in IT or management, or equivalent.	Minimum of <b>IELTS 6.0</b> , or equivalent (no component lower than 5.5, or equivalent)

## Why study this degree?

In a world of constant disruption, you can learn why and how to drive, build and measure IT innovation that lead to higher levels of organisational performance, with USQ's Master of IT Innovation. This highly hands-on masters degree delves into creativity, innovation, and IT entrepreneurship, and will give you advanced technical skills. Deepen your knowledge by applying theory to real-world problems through a capstone project in a collaborative environment at USQ or in your place of work.

Degree structure <sup>1</sup>	Units
Foundation core courses	4
Advanced core courses	8
1 x Capstone project course	4
<b>TOTAL</b>	<b>16</b>

## Core courses

### FOUNDATION COURSES

CIS5206 Data Mining for Business Analytics and Cyber Security
CIS5209 Systems Analysis for IT Professionals
CIS8004 Enterprise Planning and Implementation
CIS8011 Digital Innovation

### ADVANCED CORE COURSES

CIS8018 Strategic Information Security
CIS8025 Big Data Analytics
CIS8500 Applied Research for Information System Professionals
CIS8503 Enterprise IT Management
CIS8504 Blockchain Principles
CIS8506 Internet of Things
CIS8507 Cloud Computing

Select **one** of the following two courses:

CIS8501 Applied Information Systems Research Project
PWE8000 Advanced Professional Work Experience

### CAPSTONE CORE COURSE

CIS8204 IT Innovation Project <sup>1</sup>
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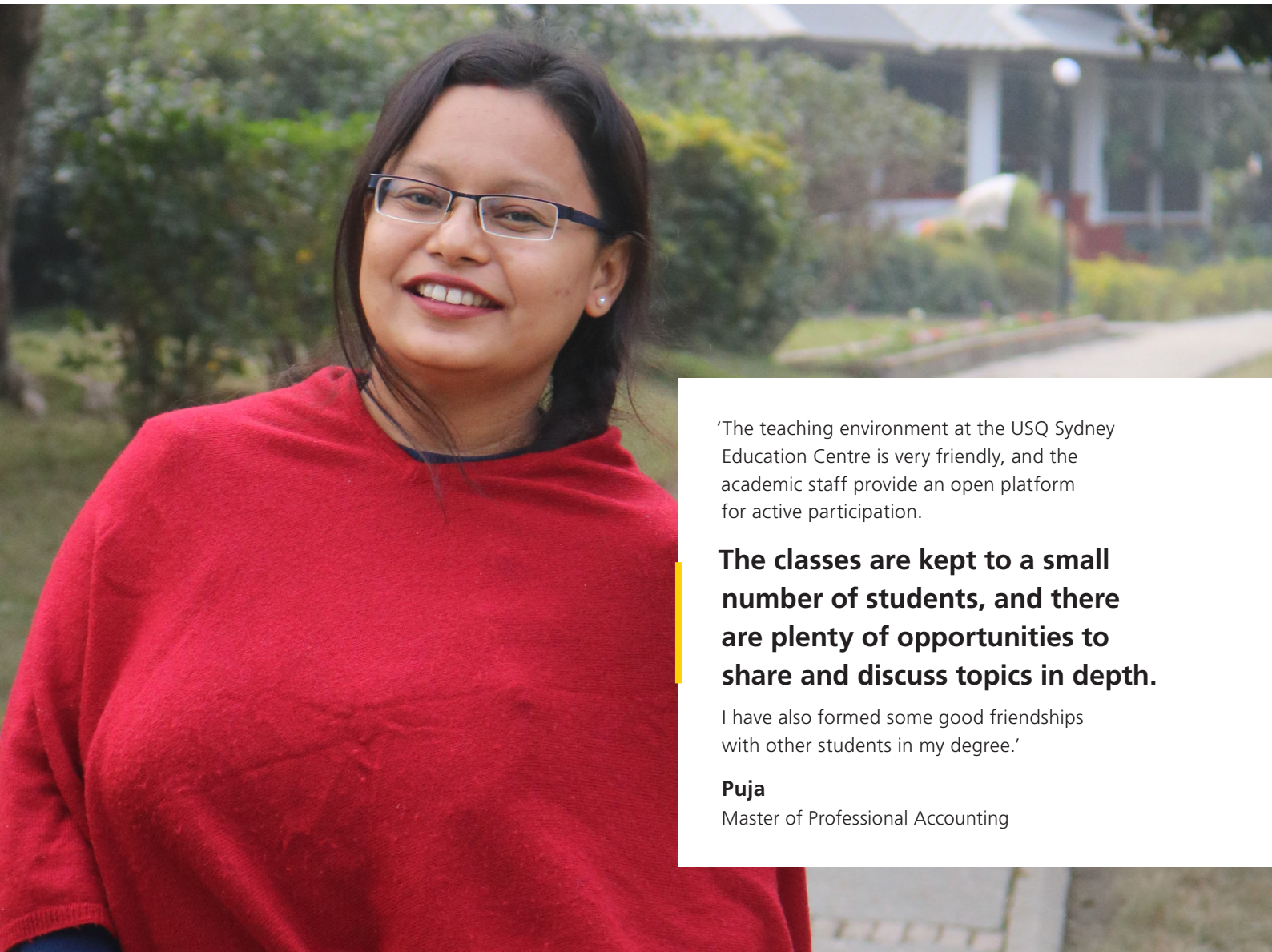
<sup>1</sup> This course is equal to four units.

## Want to know more?

For more information on this degree, please visit [usq.edu.au/master-of-it-innovation](http://usq.edu.au/master-of-it-innovation)

# Received an offer to study at USQ Sydney and wondering what's next?

- Complete and submit your Acceptance of Offer
- Pay the fees indicated on the Acceptance of Offer
- Receive your Confirmation of Enrolment (CoE)
- Apply for your student visa
- Book your flight
- Book your accommodation
- Attend USQ Sydney's Orientation



'The teaching environment at the USQ Sydney Education Centre is very friendly, and the academic staff provide an open platform for active participation.'

**The classes are kept to a small number of students, and there are plenty of opportunities to share and discuss topics in depth.**

I have also formed some good friendships with other students in my degree.'

**Puja**

Master of Professional Accounting

# General information

## English language entry requirements

To be admitted to academic degrees, international applicants must demonstrate their proficiency in the use of English language by having one of the following:

Test	Category 2	Category 3
IELTS	6.0 (or better) (no component lower than 5.5)	6.5 (or better) (no component lower than 6.0)
TOEFL (paper-based)	550 (or better) (with minimum test of written English score of 4.5)	570 (or better) (with minimum test of written English score of 5)
TOEFL (electronic)	213 (or better) (with essay rating of at least 4.5)	230 (or better) (with essay rating of at least 5)
TOEFL (internet-based)	80 (or better) (with 19 minimum in all bands)	90 (or better) (with 20 minimum in all bands)
Pearson (PTE Academic)	50 (or better) (with no communicative score lower than 50)	58 (or better) (with no communicative score lower than 58)

Please refer to the link [policy.usq.edu.au/documents/14707PL](https://policy.usq.edu.au/documents/14707PL)

### NOTE

English language proficiency tests should be not be older than two years upon application and the most recent demonstration of English proficiency will be used.

For further information, please refer to [usq.edu.au/study/international](https://usq.edu.au/study/international)

### Category 2

Postgraduate (Coursework)  
 Master of Professional Accounting  
 Master of Cyber Security  
 Master of Information Systems  
 Master of IT Innovation

### Category 3

Postgraduate (Coursework)  
 Graduate Certificate of Business  
 Graduate Diploma of Business  
 Master of Business Administration

Applicants should note that these are minimum requirements and that additional requirements may apply. For further information please refer to [policy.usq.edu.au/documents/14707PL](https://policy.usq.edu.au/documents/14707PL)

### Canterbury Language Academy

If you do not meet the English language requirements, you may be able to study English for Academic Study (EAP) at Canterbury Language Academy.

The English for Academic Study (EAP) program is designed to prepare international students with the English skills necessary for success in Australian tertiary education.

For further information, please visit [canterburyla.com.au](https://canterburyla.com.au)

### Exemption

Applications for credit and/or exemptions are strongly encouraged to be made at the time of applying for admission to the University.

The credit calculator may be able to provide you with a guide as to the exemptions that you may be eligible to receive [creditcalculator.usq.edu.au/](https://creditcalculator.usq.edu.au/)

Students must submit an application for credit and/or exemption with any relevant documentation outlined on the form. Further information can be found at [usq.edu.au/study/apply/credit](https://usq.edu.au/study/apply/credit)

Further information on the credit and exemption procedure can be found at [policy.usq.edu.au/documents/131190PL](https://policy.usq.edu.au/documents/131190PL)

## Academic standing

Academic standing is a means of measuring a student's academic performance each semester. At USQ, postgraduate students studying on a student visa are expected to:

- maintain a GPA of 3.5 or higher
- pass at least 50% of the courses they enrol into each semester.

Students may be placed on Conditional Academic Standing if one or more of the following occurs:

- their GPA drops below 3.5
- they fail more than 50% of their courses in a semester
- they enrol into a course for the third attempt.

Students placed on Conditional Academic Standing are at risk of being excluded from their degree of study and all other USQ degrees for a period of 12 months, so it is important to avoid this at all costs.

Don't forget to make use of the study support services during your time at USQ

**[usq.edu.au/library/study-support](https://usq.edu.au/library/study-support)**

Further information on academic standing can be found at **[policy.usq.edu.au/documents/13566PL](https://policy.usq.edu.au/documents/13566PL)** (Academic Standing, Progression and Exclusion Procedure).

## Assessment

Assessment requirements are specific and will vary from course to course. All assessment details are provided in the online course materials. Most courses have both assignments or online tests and examinations. Please note that all assessments and examination papers are marked at USQ Toowoomba.

## Enrolment fee

Students are required to pay USQ Sydney a AUD 200 non-refundable enrolment fee.

## Tuition fees

The 2019 estimated postgraduate course fee is AUD 3360–3550. The 2020 estimated postgraduate course fee is AUD 3530–3730.

These amounts are to be used as a guide only. Fees are subject to increase. For the most up-to-date tuition fees, please visit **[usq.edu.au/fees](https://usq.edu.au/fees)**

## How to pay

You have the option of paying fees by electronic transfer, international bank draft or credit card.

USQ Sydney accepts Visa, MasterCard, Bankcard or American Express.

## Textbooks

You will most likely need a prescribed textbook for each course (subject) you study at university. Textbooks can cost between AUD 30 and AUD 200.

You can find out more about textbook expenses at **[omnia.usq.edu.au](https://omnia.usq.edu.au)**

## Study resources

Students receive access to course materials online. It is highly recommended that students have access to their own personal computer to regularly access the USQ StudyDesk.

## Medical insurance

It is an Australian Government requirement for overseas students and their dependants to maintain self-funded medical and hospital cover for the duration of their study in Australia. There are several companies that provide health cover. USQ Sydney-preferred Overseas Health Cover (OSHC) provider is Medibank.

OSHC costs will depend on the length of your visa and the type of cover (single/family).

You must pay the appropriate premium to USQ Sydney while accepting the offer and before leaving your home country.

If you are accompanied by a spouse and/or dependent children, you will need to pay a family premium.

For further information, please refer to the following website **[medibank.com.au/overseas-health-insurance/oshc/](https://medibank.com.au/overseas-health-insurance/oshc/)**

For further information on other OSHC providers, visit **[privatehealth.gov.au](https://privatehealth.gov.au)**

## Cost of living in Sydney

It is strongly recommended that you organise to bring with you enough funds to support you and your dependants during your study in Australia. The Department of Home Affairs advises that a student visa holder requires AUD 20 290 for living expenses for each year of study. Please note that there are additional costs for dependants. Please refer to [studyinaustralia.gov.au/english/live-in-australia/living-costs](http://studyinaustralia.gov.au/english/live-in-australia/living-costs)

The Department of Home Affairs guidelines of the financial requirement per year can be found at [homeaffairs.gov.au](http://homeaffairs.gov.au)

## Australian student visa

The Australian Government approves student visas for study in Australia.

To be eligible for a student visa, you must be accepted for full-time study for the whole or part of the education degree you intend to study with USQ Sydney, and also meet a number of assessment factors and general requirements that have been established by the Australian Government.

The University of Southern Queensland is a registered provider of education with the Australian Government (CRICOS Institution Code No. QLD 00244B, NSW 02225M).

For all information and advice on applying for your visa, ask a USQ Sydney representative or make contact with your nearest Australian Embassy, Consulate or High Commission.

## Working in Australia

Once you have settled into your study, international students with USQ can work up to a maximum of 40 hours per fortnight during the semester. There is no limit to work hours during semester break.

Find out more [homeaffairs.gov.au](http://homeaffairs.gov.au)

## ESOS framework

The Education Services for Overseas Students (ESOS) Act is an Australian Government Act that controls the delivery of international education in Australia. The ESOS Act was introduced to provide a legislative framework to ensure the quality of programs and services provided to international students, and to ensure that the rights of international students are protected.

For further information about the ESOS Framework, refer to [internationaleducation.gov.au](http://internationaleducation.gov.au)

## Transfer between providers

Should you be granted a student visa to study at USQ Sydney, you will need to be aware that under ESOS legislation you will normally be required to complete six months of study in your principal degree before your transfer will be approved. All transfer requests are assessed in accordance with the National Code 2007 – Transfer Between Registered Providers Procedure [policy.usq.edu.au/documents/13371PL](http://policy.usq.edu.au/documents/13371PL)

For further information regarding this requirement, please refer to the National Code [internationaleducation.gov.au](http://internationaleducation.gov.au)

## Deferring, suspending and cancelling enrolment

As a student, there are a number of responsibilities that apply to you whilst you are enrolled. Further information regarding deferment, suspension and cancellation of enrolment can be found in USQ's Enrolment Policy and Procedure, and related procedures [policy.usq.edu.au/documents/14444PL](http://policy.usq.edu.au/documents/14444PL)

## Refunds

### TUITION FEES

#### 1. Total refunds

1.1. In the event that an offer of a place is withdrawn or the institution is unable to provide the course, all tuition fees paid for the semester are fully refundable. In the case of a student transferring providers, the USQ Refund Policy may not apply, please refer to the appropriate USQ policy at the time of request to transfer.

1.2. A student who fails to meet degree/diploma progression rules and who is thus not permitted to re-enrol will be eligible for a refund of fees if paid in advance of notification of exclusion.

1.3. A notice of withdrawal due to exceptional circumstances (see 2 below) may be accepted as grounds for a total refund of tuition fees paid for the semester.

#### 2. Grounds for refunds

A notice of withdrawal due to exceptional circumstances may be accepted as grounds for either a total or partial refund of fees, subject to the provision of acceptable documentary evidence in support of the application for a refund, including:

- (i) inability to obtain a student visa
- (ii) illness or disability
- (iii) death of the student or a close family member (parent, sibling, spouse or child)
- (iv) political, civil or natural event that prevents full payment of fees.

### 3. No refunds

A student who withdraws from a course for whatever reason beyond the census date (see Important Dates) shall not be eligible for a refund.

### 4. Fee refunds for international students who obtain permanent resident status in Australia

4.1 An international student who is granted permanent resident status in Australia and who is resident in Australia for the duration of the course may be given the option of becoming a Commonwealth Supported Student when enrolled in a Commonwealth Supported program. They will be required to pay their Student Contribution Amount upfront without discount, and will not be given the option to obtain a HECS-HELP loan. If the student is the holder of a Permanent Humanitarian visa, they will be eligible for a discount on upfront payments and will be eligible for a HECS-HELP loan. In non-Commonwealth Supported programs, Australian permanent residents are liable for Tuition/Direct fees applicable to domestic students.

4.2 If the student obtains permanent resident status after the census date in a semester, the student will be classified as an international student for the remainder of that semester. The student will be liable to pay the tuition fees applying to international students for that semester. From the following semester, the student will be classified as a permanent resident and will be liable for the Student Contribution Amount in accordance with the Higher Education Guidelines, or full fees applying to domestic students.

### 5. Payment of refunds

5.1 Request for a refund must be in writing.

5.2 If a student is transferring to another recognised educational institution within Australia, then applicable refund due may be transferred to that institution. Otherwise, all refunds will be made in the student's home country, except in exceptional circumstances.

5.3 Refunds will be made payable to the student, unless authorised otherwise by the student in writing. It is not permissible to transfer funds directly from the student's own account to that of another student.

5.4 The student can request the refund to be made in their own preferred currency. If this information is not provided, or where USQ is unable to transfer the preferred currency due to international banking limitations or where the cost of transfer would result in excessive international bank charges for either party, USQ will select the most appropriate foreign currency. This will be made in the student's home country except in exceptional circumstances.

### 6. Review of decision related to fee refunds

Students who believe that USQ has not honoured its stated Refund of Student Fees Policy and Procedure, or has not taken into account all relevant information through the original refund request process, may apply to have the University's decision reviewed. For further information, refer to section 5.7 Review of Decision of Refund of Student Fees Policy and Procedure **[policy.usq.edu.au/documents/13431PL](http://policy.usq.edu.au/documents/13431PL)**

### 7. Alternative remedies

(i) Where a student agrees to the terms of the USQ Refund Policy, such agreement does not remove the right to take further action under Australia's consumer protection laws.

(ii) The University's resolution processes (set out in clause 6 above) do not circumscribe the student's right to pursue other remedies.

### 8. Payment of refund to be made within two weeks

Any refund of 'cleared funds' due and payable to a student under these provisions will be made within two weeks of the date on which the request is received in writing at

**Level 3, 29–35 Bellevue Street,  
Surry Hills NSW 2010**

**Phone +61 2 9280 3733**

### 9. Provider default

Students are advised that a default by the registered provider (the University) cannot be covered by a written agreement between the provider and the student. Such situations are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

## **Non-tuition fees refund procedures**

### **OSHC STUDENT HEALTH COVER**

As a student, you can apply in writing for a refund of the unexpired portion of your premium if:

(i) you paid your premium and did not come to Australia

(ii) your student visa was not extended

(iii) you returned to your country of origin before the end of your approved stay for reasons outside your control

(iv) you have been granted permanent resident status in Australia.

# Contact us

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