

UQ COLLEGE GUIDE 2014/2015

UQ

COLLEGE

VICE-CHANCELLOR WELCOME



If Australia appeals to you as a place to further your knowledge and skills and expand your education and career opportunities, The University of Queensland's UQ College may be perfect for you.

UQ College is wholly-owned by The University of Queensland (UQ), which ranks with the world's top 100 universities and is one of Australia's finest.

UQ has won more national teaching awards than any other Australian university, its research record is outstanding, and its library and cultural and sporting facilities are excellent.

The University accredits UQ College's flagship for international students, the Associate Degree in Business. This program offers the advantage of specialist teachers and small classes, and successful students gain a stand-alone qualification. Furthermore, if specific standards are met, success can lead to entry into the fourth semester of UQ's Bachelor of Business Management.

If you become a UQ College international student, you will study at UQ's lovely Ipswich campus, which blends state-of-the-art learning spaces and technologies with heritage architecture. You will be part of an historic provincial city in one of Australia's fastest-growing regions, and you will join a vibrant community of Australian and international students and staff.

This guide is designed to inform your research on international education opportunities. We hope it serves you well, and that we may one day welcome you to the UQ community.



Professor Peter Hoj
**VICE-CHANCELLOR AND PRESIDENT
THE UNIVERSITY OF QUEENSLAND**

Mr Rod Arthur
CHIEF EXECUTIVE OFFICER UQ COLLEGE

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Disclaimer

While care has been taken to provide accurate information in this guide, it is the responsibility of students to check and confirm the specific details of programs, courses and enrolment.

All costs and fees quoted in this publication are in Australian dollars (AUD\$).

Any agreement with UQ College does not remove the right to take action under Australia's consumer protection laws.

Australian Consumer Protection
www.fed.gov.au

ESOS compliance

The provision of education services to international students by Australian education institutions is governed by the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. UQ, in providing education services to overseas students, complies with the National Code of Practice of the Department of Education, Employment and Workplace Relations (DEEWR) and the Universities Australia code of ethical practice.

CRICOS Provider Number 00025B

ESOS Act
www.aei.gov.au/esos

Privacy
UQ College complies with Australian and Queensland privacy laws and guidelines.

Privacy
www.uq.edu.au/privacy

This publication was produced by
The University of Queensland Office of Marketing and Communications, UQ International and Student and Administrative Services Division.

UQ COLLEGE

UQ College is The University of Queensland's pathway provider. Wholly owned by UQ, it delivers the UQ accredited Associate Degree in Business (AssocDBus), a stand alone qualification, or a pathway into the fourth semester of UQ's Bachelor of Business Management (BBusMan).

UQ College has a student-centered learning approach. The college has small class sizes, specialist teachers and excellent facilities to help you achieve your full potential. Australian students make up 70% of the UQ College student population so you have the opportunity to be well integrated with local students.

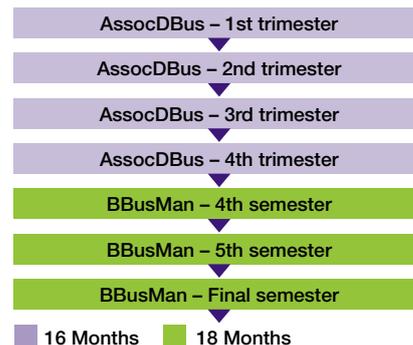
UQ College is situated at the UQ Ipswich Campus. The friendly, boutique location

features a mix of iconic classic buildings and modern, state-of-the-art architecture. As a UQ College student you have access to a wide variety of student services (see page 4) designed to help you settle into a new country, improve English, assist with your academic skills and take care of day to day tasks.



Pathway to Bachelor of Business Management

AssocDBus students have the option to articulate into the fourth semester of the BBusMan in either the February or July intake.



ASSOCIATE DEGREE IN BUSINESS

The Associate Degree in Business gives you the academic and job ready skills for entry in to the business world.

COURSE INFORMATION	
Program Code	1604
Duration	16 months or 4 trimesters full-time
Location	UQ Ipswich
Mode	Internal
Start Trimester	1 (January) or 3 (September)
CRICOS Code	075145G

Program Overview

The Associate Degree in Business (AssocDBus) focuses on developing a range of business capabilities to equip you with vital skills sought by employers. It has been designed by academics from the UQ Business School and the business courses delivered in the AssocDBus mirror those taught in UQ's Bachelor of Business Management.

Upon successful completion of the AssocDBus with a cumulative grade point average of 4 (on a 7 point scale), you will be eligible to apply for the Bachelor of Business Management at UQ. Credit for up to 24 units (the equivalent of 3 semesters towards that degree program) may be granted if a grade point average of 4 is obtained in specific courses.

The AssocDBus program is accredited by The University of Queensland and is a UQ qualification.

2014 indicative annual fee AUD\$35,980

Indicative annual fees are calculated on the basis of three full-time trimesters only. Actual annual fees may vary in accordance with

your choices of majors and electives. Tuition fees are indexed each year. The indexation rate is fixed 18 months in advance of a particular academic year thereby allowing you to plan your finances ahead of time. The University's intent is that fee rate increases will be kept to a minimum and that indexation rates will remain stable wherever possible. Since 2007 the indexation rate has remained at or less than 4%.

TRIMESTER 1*		
MATH1901D	Mathematics for Business	2 units
MGTS1901D	Management Principles	2 units
POLS1901D	Introduction to Politics, Business and Society	2 units
WRIT1901D	Language for Business	2 units

TRIMESTER 2*		
ACCT1901D	Financial Accounting	2 units
ECON1901D	Microeconomics	2 units
LAWS1901D	Business Law A	2 units
MKTG1901D	Marketing	2 units

TRIMESTER 3*		
ACCT1902D	Managerial Accounting	2 units
LAWS1902D	Business Law B	2 units
MGTS1911D	Business Project A	2 units
MGTS1931D or ECON1911D	Business Communication A or Economic Statistics A	2 units

TRIMESTER 4*		
MGTS1912D	Business Project B	2 units
MGTS1921D	Information Systems	2 units
ECON1902D or MGTS1933D	Macroeconomics or Organisational Studies	2 units
ECON1912D or MGTS1932D	Economic Statistics B or Business Communication B	2 units

* The current list of courses is to be reviewed and may change. Please contact UQ College for further clarification of course offerings.

UQ BACHELOR OF BUSINESS MANAGEMENT

COURSE INFORMATION	
Program code	2059
Duration	3 years full-time
Location	UQ St Lucia
Mode	Internal
Start Semester	1 (February) or 2 (July)
2014 indicative annual full-time fee*	AUD\$32,160
CRICOS code	019886A
Honours Additional year of study	

* This is an approximate annual fee based on 2014 charges. A student's actual annual fee may vary in accordance with his or her choice of major and electives. The University reviews fees annually.

Program overview

Designed for business leaders and managers of the future, this program will give you the necessary knowledge, skills and self-confidence to assist in effective and successful management within constantly changing and highly competitive national and international business environments.

Graduates are eligible for a wide range of professional memberships.

Majors

Advertising, Business Economics, eBusiness, Human Resources, International Business, Marketing, Real Estate and Development, Sustainability

Career opportunities

www.uq.edu.au/study/program.html?acad_prog=2059#international

Further study options

Bachelor of Business Management (Honours); Graduate Certificates, Graduate Diplomas, Masters and PhD programs



ENTRY REQUIREMENTS

1) Academic Entry Requirements

To meet UQ College's academic entry requirements for the AssocDBus you must demonstrate:

- Completion of a high school qualification equivalent to Australian Year 12. Go to www.uq.edu.au/international/minimum-australian-year-12-equivalent-studies for a list of year 12 equivalents by country. If you do not have an equivalent Australian high school qualification, you may wish to study the Certificate IV in Tertiary Preparation, (the UQ Foundation Year), at International Education Services – www.foundationyear.com
CRICOS Provider Number: 01697J
- and
- Satisfied the specific minimum entry score for the equivalent high school qualification (outlined below).

2014/2015 Minimum Entry Scores

SYSTEM	OVERALL SCORE
Queensland Ranks 2013	OP of 14, TER of 70, ATAR of 70
A Levels/STPM*	5
IB 2014 **	25
HKDSE	2.9 (average of best 5 subjects from A, B or C).

The University reviews entry requirements annually. The scores are correct at the time of printing.

* "A" levels and STPM results are calculated on the aggregate score from a maximum of three academic courses, with A=5, B=4, C=3, D=2, and E=1. This does not include General Paper scores or studies in the applicant's first language. Advanced Supplementary level results may be included in the aggregate and contribute the equivalent of half a course taken at Advanced level, e.g., A=2.5, B=2, C=1.5, D=1, and E=0.5.

** International Baccalaureate

2) English Language Requirements

A Sound Achievement in a Queensland State Authority (QSA) approved Senior English or equivalent qualifications. For a list of equivalents please go to: www.uq.edu.au/international/english-language-queensland-year-12-equivalents

(or)

English – Alternative tests and scores

TEST/SYSTEM	OVERALL SCORE*	PLUS ADDITIONAL SCORE
International English Language Testing System (IELTS)	6.0	No sub-band lower than 5.5
Test of English as a Foreign Language (TOEFL)	83	No sub-band lower than 19
HKDSE	4	

* Test scores are valid for two years from the date of the test to the date of commencing the UQ program. Information correct as at 18 December 2013 and is subject to change.

Applying for Credit

Graduates of the Associate Degree in Business at UQ College will be eligible to apply for credit for 24 units toward the Bachelor of Business Management program. However, students who are awarded credit toward the Associate Degree in Business on the basis of previous tertiary studies are not guaranteed full 24 unit credit transfer into the Bachelor of Business Management, although they may satisfy the official entry criteria to the program.

Credits and exemptions will be recorded on your official academic transcript. Once granted, credits and exemptions cannot be rescinded or removed.

Demonstrating Academic Entry Requirements

You must submit up to date transcripts and award certificates with your application.

Demonstrating English Language Proficiency

- o IELTS – attach a copy of the IELTS test result to your application
- o TOEFL – attach an original copy of an official TOEFL score report unless you have done an internet TOEFL test in which case you must provide a copy of the TOEFL results for verification purposes
- o Sound achievement in QSA approved senior English – attach a certified copy of your academic transcript

Documents must be certified by a Justice of the Peace, a Notary Public (i.e. a practising solicitor) or similar government official in your country, or by one of UQ's authorised representatives (see www.uq.edu.au/international/edureps).

If you are waiting for transcripts or current results, you can still submit an application. Just make sure you send transcripts and current results to UQ's International Admissions Section (iasdocuments@uq.edu.au) as soon as you receive them. They must be clearly marked with your UQ Student ID (if available), family name, first name, date of birth, proposed program and a note that an application has already been submitted.

HOW TO APPLY

1

Check that you meet the entry requirements and deadlines

(These steps apply to international applicants only. If you are unsure whether you are considered to be an international applicant, go to www.uq.edu.au/international/who-is-an-international-student to find out)

2

Apply

EITHER apply directly to UQ, go to www.uq.edu.au/international/application-instructions and follow the instructions under the UQ College tab OR apply through one of UQ's official international representatives (check www.uq.edu.au/international/edureps to find your local education representative)

If you do not have internet access, please contact UQ International Admissions for an application form:

Phone: +61 7 3365 7941 Fax: +61 3365 1794

Address: International Admissions, Level 2, JD Story Building
The University of Queensland, St Lucia, Queensland 4072, Australia

Please Note: Pathway offer (AssocDBus & BBusMan) applicants will also need to submit a separate UQ Undergraduate application for the BBusMan with their AssocDBus application. Instructions on how to apply for the BBusMan can be found at www.uq.edu.au/international/application-instructions

3

Accept your offer

If you meet all the entry requirements for acceptance into the AssocDBus, we will send you an Offer letter and Acceptance form by email. You will need to complete and sign the Acceptance and send this to UQ International Admissions with your tuition fee deposit, OSHC payment, signed SVP declaration (if applicable), and any documentation required to satisfy conditions

Package offer applicants are eligible for Streamlined Visa Processing (SVP) (see below). Applicants must read and sign a financial declaration, and return this with their Acceptance

4

Confirm your enrolment

Once we receive your Acceptance, tuition fee deposit, OSHC payment and signed SVP declaration – and provided you have met all conditions required – we will issue you with a Confirmation of Enrolment (CoE) via email, as well as information on what you need to do next (including how to organise airport reception and temporary accommodation) and a list of important dates

5

Apply for an international student visa

Use your CoE to apply for a student visa via an Embassy, High Commission or the Department of Immigration and Citizenship (contact details can be found at www.immi.gov.au/contacts), and make travel arrangements

AssocDBus & BBusMan pathway application deadlines

Applicants who apply for the AssocDBus and the BBusMan as a packaged offer will be eligible for Streamline Visa Processing (SVP). Application deadlines for SVP eligible applicants are below:

Trimester 1 (commence January)	15 October of previous year
Trimester 3 (commence September)	31 July

AssocDBus application deadlines

Applicants who apply for the AssocDBus only will not be eligible for SVP and will have to meet the below deadlines. You can find your visa category here: www.immi.gov.au/students/students/chooser/

Trimester 1 (commence January)	Category 1 & 2: 31 October (previous year) Category 3 & 4: 30 September (previous year)
Trimester 3 (Commence September)	Category 1 & 2: 31 July Category 3 & 4: 31 May

Application status

To enquire about how your application is progressing, please email applicationstatus@uq.edu.au with your full name, date of birth, and UQ Student ID (if available). If you do not yet have an ID, it is also useful to let us know the date you applied.

International students studying year 12 in Australia or the NCEA in New Zealand

Please go to www.uq.edu.au/international/ausyear12 for more information about entry requirements and how to apply.

Applying for a Visa

All international students applying to study in Australia must have a student visa. Applications and processing of student visas can take up to six months and you will have to pay an application fee. It is your responsibility to ensure that you receive your visa in enough time to commence studies at the University.

FEES

PROGRAM FEES

Indicative full-time trimester fees for students commencing the AssocDBus in September 2013 are outlined on page 1. Fees must be paid by the due date each trimester. Information about fee refunds can be found at www.uq.edu.au/myadvisor/refunds. Please note the University reviews fees annually. New annual fees apply to all students. www.uq.edu.au/study/fees.

OVERSEAS STUDENT HEALTH COVER (OSHC) FEES

Overseas Student Health Cover (OSHC) is insurance that covers basic medical and hospital care costs that you may need when you are in Australia.

You must have OSHC if you have a student visa and can get it from any government-approved OSHC provider. OSHC only covers you from the time you arrive in Australia and so you may also need travel insurance while in transit. UQ's preferred OSHC provider is Allianz Global Assistance OSHC and the University can accept payment on their behalf. Your Letter of Offer will show the OSHC Worldcare fee for visa-length cover of OSHC, along with the program deposit amount which is part of the your tuition fees. When you have paid the deposit, and signed and returned the Agreement and Response to Offer (ARO), your Confirmation of Enrolment (CoE) will show that the OSHC has been paid and this will satisfy the student visa application requirements.

2014/2015 Allianz Global Assistance OSHC Prices

MONTHS	SINGLE PREMIUM (AUD\$)
16	\$734
36	\$1717

Allianz Global Assistance OSHC
www.oshcallianzassistance.com.au

ARE YOU SUPPORTING DEPENDANTS?

If you are planning on moving to Australia with your family, you can view useful advice about supporting dependants here: www.uq.edu.au/international/international-students-and-their-families



STUDENT SERVICES AND FACILITIES

UQ College students have access to all services and facilities available to UQ students.

INTERNATIONAL ORIENTATION AT UQ IPSWICH

Our orientation programs for international students are designed to assist you with a smooth transition to studying at UQ and living in Australia. They are offered at no extra cost.

ENGLISH LANGUAGE PROGRAMS

UQ College provides extra English language tuition for students who are having difficulties with English in their studies.

STUDENT ACADEMIC AND LIFE SKILLS WORKSHOPS

Student Services can help you get the most out of your studies, tackle assignments and prepare well for exams.

www.uq.edu.au/student-services/learning

CAREERS AND EMPLOYMENT

UQ offers employment assistance with graduate, vacation and volunteer work; internships; career plan consultations; industry information; employment preparation workshops and UQ Careerhub – an online jobs vacancy database
www.uq.edu.au/student-services/Working

DISABILITY SERVICES

If you have a disability contact a Disability Advisor the year before you intend to commence studies at UQ College. They will work closely with you to make any necessary adjustments.
www.uq.edu.au/student-services/Disability

HEALTH

UQ Health Service (UQHS) is a fully accredited health facility that provides comprehensive health services for students.
www.uq.edu.au/healthservice

IT SERVICES

Comprehensive IT support includes free access to one of the fastest and most advanced information networks in the world. Access to online learning materials 24 hours a day, 7 days a week, an IT HelpDesk open 7 days and Ask IT (free IT advice).
www.its.uq.edu.au

LEARNING ASSISTANCE

Learning advisors are available to help students develop core academic skills through study skills workshops and individual consultations.
www.uq.edu.au/student-services/Learning

LIBRARY

A rainforest garden with a river winds through the centre of the award-winning library building on the Ipswich Campus. The library is one of a network of UQ libraries, which together comprise the largest research library in Queensland.
www.library.uq.edu.au/locations/uq-ipswich-library

SAFETY

To keep you safe and comfortable, UQ's UniSafe program offers free services after dark, like a UniSafe Escort service. Our campuses are well lit and patrolled 24 hours a day.
www.uq.edu.au/unisafe

SPORT

UQ Ipswich Campus has a range of sport activities and fitness facilities including: a gym; weekly social sport events; a multipurpose court for playing tennis, volleyball, basketball and netball; and an oval for cricket, football, soccer and hockey. An 18-hole golf course adjoins the campus.
www.uqsport.com.au

STUDENT CENTRES

The first point of contact for all student administration and general enquiries including: fees, ID cards, mySI-net (online enrolment system), visa extensions and queries.
www.uq.edu.au/student-centre

STUDENT COUNSELLING

Student counsellors are professionals who can help you with many issues, including dealing with crises, relationship problems, cross-cultural communication, and adjusting to university life.
www.uq.edu.au/student-services/Counselling

UQ MULTI-FAITH CHAPLAINCY SERVICE

Chaplains represent Buddhist, Christian, Greek Orthodox, Jewish, and Islamic faiths.
www.uq.edu.au/chaplaincy

UQ College Assessment methods

Assessment methods vary from course to course. However, an outline of all the different UQ assessment methods can be found here: www.uq.edu.au/myadvisor/assessment-overview UQ's grading scheme can be found here: www.uq.edu.au/myadvisor/final-results

Suspension and Cancellation of enrolment at UQ College

UQ's policy on suspension and cancellation of enrolment can be found here: www.uq.edu.au/student/GeneralRules2012/2012Enrolment_and_Academic_Progression_Rules.pdf

Deferring your studies at UQ College

If you are an international student and wish to defer the commencement of your studies, you should contact the Admissions Officer listed on the top of the letter of offer or email the UQ International Admissions on applicationstatus@uq.edu.au.

COST OF LIVING

How much it will cost you to live will depend upon your own particular lifestyle. Please check the expenses guide (below) to determine which costs you should consider. Although computers are available at UQ College, we recommend that you bring a computer with you, or purchase or hire one in Australia. Wireless laptop connections are available on UQ Ipswich campus.

You should also make allowances for recreation, emergencies and health expenses not covered by Allianz Global Assistance OSHC. Remember that exchange rate variations may also affect your budget.

Students supporting dependants or going on to study the BBusMan at St Lucia can find cost of living information here:

www.uq.edu.au/international/living-costs

EXPENSE TYPE (UQ IPSWICH)	EXAMPLE OF A STUDENT LIVING IN SHARED ACCOMMODATION OFF-CAMPUS
ESTABLISHMENT	
Temporary accommodation (7 nights)	\$530 (\$60 – \$95 per night)
Furniture and household items (if renting unfurnished or partly furnished home)	\$1,220
Electricity/gas/internet- connection	\$90
Rental bond (refundable)	\$420
Two weeks' rent in advance	\$210
Total (establishment)	\$2,470
ACCOMMODATION, FOOD AND UTILITIES	
Off-campus rent – ongoing*	\$5415 (\$90 –125 per week)
Electricity/gas – ongoing	\$1,350 (\$26 per week)
Food, groceries, incidentals	\$6345 (\$122 per week)
Total (accommodation, food and utilities)	\$13,110
ONGOING ADDITIONAL COSTS	
Phone (Mobile)	\$572 (\$11 per week)
Internet	\$572 (\$11 per week)
Public transport	\$1,092 (\$21 per week)
Health (dental/medicine not covered by OSHC)	\$510
Recreation/entertainment	\$1,612 (\$31 per week)
Photocopying/printing/ stationery	\$462 (\$11 per week during trimester)
Textbooks & course materials	\$1220
Clothing/personal	\$610
Total (ongoing additional)	\$6,650
TOTAL (accommodation and living and ongoing expenses)	\$22,230



ACCOMMODATION

If you are studying at UQ Ipswich you can live in student accommodation close to campus, or rent a house or unit in surrounding suburbs. No on-campus residential college accommodation is available.

OFF-CAMPUS STUDENT HOUSING

Two independent providers offer student accommodation next to the campus. One features a complex of five-bedroom, fully furnished, self-catering units where you can rent a single bedroom and share facilities with four other flatmates. The other has single study bedrooms with shared dining and recreational facilities. You can choose from fully catered, partially catered, or self-catered options. A third independent provider offers self-catering accommodation in an apartment complex located in central Ipswich, which is within easy walking distance of campus.

You should apply online in advance: see www.uq.edu.au/student-services/Accommodation

Off-campus rental housing
www.uq.edu.au/student-services/Accommodation

AIRPORT RECEPTION

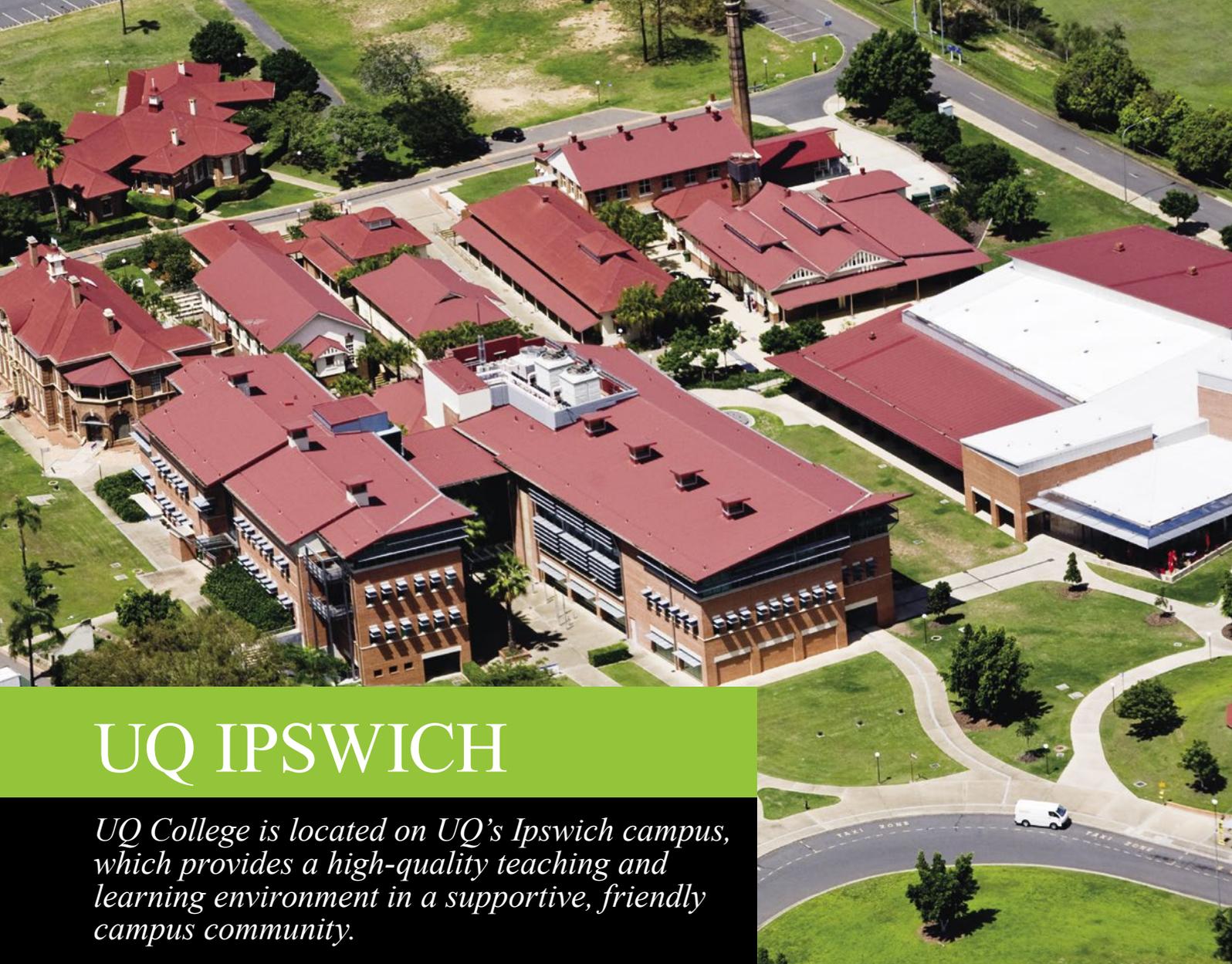
UQ representatives will meet all newly arrived international students at the domestic or international airports.

This free service is only available to international students commencing their first trimester. You must book at least five days in advance via the Student Services website (under Living and Accommodation tabs). Our Accommodation Unit can also arrange temporary accommodation, if required, and can help you find more permanent accommodation once you arrive.

Accommodation information
www.uq.edu.au/student-services/Accommodation

Brisbane Airport
<http://bne.com.au/Airtrain>
www.airtrain.com.au

Public transport
www.transinfo.qld.gov.au



UQ IPSWICH

UQ College is located on UQ's Ipswich campus, which provides a high-quality teaching and learning environment in a supportive, friendly campus community.

UQ College

UQ College, Building 13,
The University of Queensland
Parker Avenue, Ipswich,
Queensland 4305 Australia

Telephone +61 7 3381 1141
Fax +61 7 3381 1130

Business hours

Monday to Friday 8.30am–5pm

Study Enquiries

Online enquiries

www.uq.edu.au/international/enquire-online

Outside Australia

Phone + 61 3 8676 7004

Within Australia

Phone 1800 671 980

CRICOS NO. 00025B



QUEENSLAND PUBLIC HOLIDAYS 2013/1014

Christmas Day	25 December
Boxing Day	26 December
New Year's Day	2 January
Australia Day	27 January
Good Friday	18 April
Easter Monday	21 April
ANZAC Day	25 April
Queen's Birthday	9 June
Labour Day	6 October
Christmas Day	25 December
Boxing Day	26 December

UQ COLLEGE ACADEMIC CALENDAR 2014 / 2015

TRIMESTER 1, 2014

Student Orientation	23 January
Classes commence	28 January
Revision day	28 April
Exam period	29 April – 2 May
Trimester 1 ends	2 May
Break	3 – 18 May
Finalisation of results	9 May

TRIMESTER 2, 2014

Classes commence	19 May
Revision day	18 August
Exam period	19 – 22 August
Trimester 2 ends	22 August
Break	23 August – 7 September
Finalisation of results	29 August

TRIMESTER 3, 2014

Student Orientation	4 September
Classes commence	8 September
Revision day	8 December
Exam period	9 – 12 December
Trimester ends	12 December
Break	13 December – 26 January
Finalisation of results	19 December

TRIMESTER 1, 2015

Student Orientation	22 January
Classes commence	27 January
Revision day	27 April
Exam period	28 April – 1 May
Trimester 1 ends	1 May
Break	3 – 17 May
Finalisation of results	8 May