



INTERNATIONAL STUDENTS GUIDEBOOK

Presented by MULSS & GLSA

February 2022



Melbourne University
Law Students' Society



Global
Law Students
Association



Acknowledgement of Country

The Global Law Students Association acknowledges the Traditional Owners of the land on which we work, the Wurundjeri people of the Kulin nations, and pay our respects to their Elders, past, present and future.

The Melbourne University Law Students' Society acknowledges that the Law School sits on stolen Wurundjeri land of the Kulin Nation, and we pay our respects to Elders past, present and emerging. Sovereignty was never ceded.

As law students, we acknowledge that Aboriginal people experience disproportionate rates of imprisonment and interaction with the legal system. We strive to challenge the intersections of racism that cause this.

The MULSS is contributing to the 'Pay the Rent' campaign. A portion of the Society's budget is donated to the Victorian Aboriginal Legal Service in recognition of our existence on stolen land. We encourage others to consider Paying the Rent with us.

MELBOURNE UNIVERSITY LAW STUDENTS' SOCIETY (MULSS)

REMY MARSHALL

PRESIDENT

Welcome to Melbourne Law School! First and foremost, congratulations. Secondly, a warm hello from the Melbourne University Law Students' Society (MULSS). My name is Remy Marshall and I am the MULSS President. MULSS is the peak student organisation at MLS. We have close to 100 people involved in the committee and we are your number one representatives, advocates, and organisers.

Commencing your journey here at MLS is incredibly exciting, but it can also be slightly daunting or overwhelming at times. The MULSS is here to make your transition to life at MLS as smooth and seamless as possible. We have a jam-packed calendar of social events where you can meet the people you will soon call your friends.

We offer educational enrichment through programs such as the Student Tutorial Service which will aid in your academic transition. We also offer a variety of career-related initiatives to ensure you can network, learn about different fields, and forge your own path. All of the above and more are intended to make your time at MLS as fulfilling as possible. I hope your time here is full of meaningful connections and fascinating courses and overall enrichment. If you ever need a helping hand, someone to point you in the right direction, or just someone to talk to, pop by the MULSS office on Level 2, or email president@mulss.com. I look forward to meeting a lot of you and I wish you all the best on this next chapter.



Klyde Yang

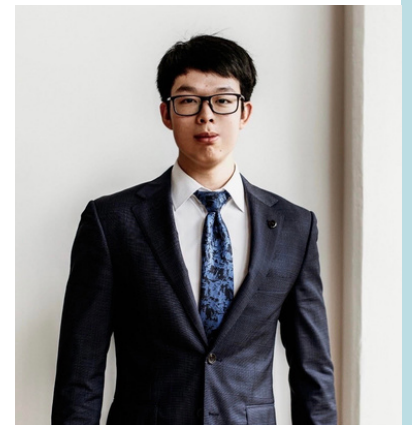
INTERNATIONAL STUDENTS' REPRESENTATIVE

Hi everyone, my name is Klyde and I am your International Students' Representative for 2022.

I have been an international student for quite some time, so I understand how moving to a new country can be challenging. But don't worry, you are not alone! My role is to make sure that you are supported throughout the year, so always feel free to reach out to me for any questions you may have!

The JD is a fantastical journey. There are abundant opportunities provided by the Law School and student societies. There are also many events outside of school that you can attend. My best piece of advice for law school is that sometimes things may be outside of your comfort zone, but always give them a try!

If you have ANY questions, please send me an email at international@mulss.com.



GLOBAL LAW STUDENT ASSOCIATION (GLSA)

Aalishna Alag

PRESIDENT



On behalf of the Global Law Students Association (GLSA), I'd like to extend a warm welcome to all of you as you start your law school journey at Melbourne Law School. I hope the next three to four years are happy, adequately challenging and fulfilling for all of you. The MLS experience is a super exciting one. Not only will this experience enrich your own lives, but you will also play an invaluable role in shaping and growing the perspectives of your peers, be they domestic or international. The GLSA is committed to ensuring that your time at law school is one where you have access to invaluable opportunities, initiatives and experiences.

Our International Student Liaison portfolio has proved itself year after year to be an innovative and attentive team that is exceptionally well poised to provide the upmost support to international students at any stage of the JD or MLM. Please don't be a stranger, we wish you all the best and can't wait to meet you!

Ilan Slonim & Jessie Murchie

INTERNATIONAL STUDENT LIAISONS

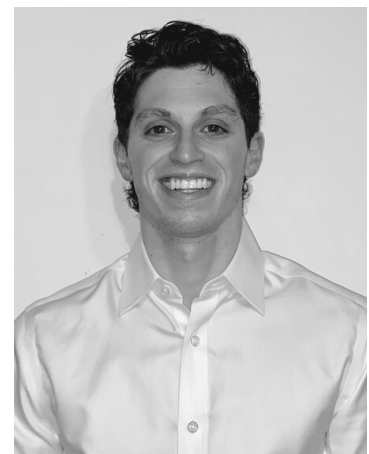
Hey everyone! We are the International Student Liaisons for the GLSA. Firstly, we would like to extend a warm welcome to you all - whether you are just beginning your studies this year or returning for another semester of classes, we look forward to spending the next year getting to know you all.

Our role as International Student Liaisons is to help you transition into Law School as smoothly as possible or assist you in continuing your journey and getting the most out of your years here.

This year, our portfolio has planned for a range of events, including legal writing classes to assist with written and professional English within a legal context, games nights, clerkship information panels, networking events, and the International Students Mooting Competition. We highly encourage you to participate as much as possible, make the most of your JD experience and become an active part of our Law School community!

We know the past few years have presented unique challenges and that many of you may be arriving or returning to Australia for the first time. That being said, we hope that his guidebook answers some of your questions about studying, visa-related issues and about living in the wonderful city of Melbourne.

Please do not hesitate to reach out to us if you see us in person or at isl.glsa@gmail.com for a coffee, a chat, or any questions you have about attending law school as an international student. We'd love to help out in any way we can!



TANDEM PROGRAMME



What is the Tandem Programme for international students?

The Tandem Programme is an international student integration program run by the International Student Representative and Activities Directors from the MULSS.

Upon a successful application, international and domestic students who have already completed at least one year of study at the MLS (the Mentor) will be matched with a first-year student (the Mentee). Each student will be given the opportunity to designate their goals deriving from the program, including how often you meet and what the subject of each meeting will be -- this can range from just chatting about law school life in general or more serious meetings about clerkship applications -- it's completely up to you!

At the end of the year, we will all meet up for some end of year drinks to give each student the opportunity to thank their Senior for their support. Through this program, we hope to facilitate new students' integration into the MLS community.

Please see the MULSS Facebook page for the application information.

OTHER LSS EVENTS FOR INTERNATIONAL STUDENTS

Introduction to the Australian Public Law Information Session



This introductory session is a really popular event. It aims to provide first-year international students with an overview of the Australian political and legal system. New international students who are unfamiliar with Australia's Parliamentary system, federalism and the structure of the judicial system will gain useful background knowledge. The session will be conducted by a senior student who excelled at public law subjects and students will be given an opportunity to ask relevant questions at the end of the session.

International Student Career Pathway Overview Info Session

This career-centred panel is a new initiative. International student graduates, law firm HRs and faculty career advisors will be invited to speak at the panel. Panellists will talk about potential legal career trajectories for international students and offer their insight into the Australian legal profession.



Migration and Visa Seminar

The seminar is designated for international students who intend to stay in Australia after graduation. Information of visa options for work or permanent visa applications will be provided.



OTHER GLSA EVENTS FOR INTERNATIONAL STUDENTS

International Students Mooting Competition

The GLSA International Students Mooting Competition is designed to provide an opportunity for international students to enhance their advocacy and written English skills. There are three group-stage rounds and three knockout rounds with the latter hosting external judges from the Asian Australian Lawyers' Association.



Legal Writing Classes

Our **free**, fortnightly one-hour sessions offered by an experienced lawyer and tutor are designed to provide the opportunity to receive some extra help in developing and refining your legal writing skills, whether it be for your assignments and final exams, or to take with you into practice!

Clerkship Panels and Networking Events

Over the course of the year you can expect a variety of clerkship related panels and events, hosted by the GLSA'S ISL portfolio. In previous years, we held panels hosting former MLS international students who have successfully applied to top firms in both Hong Kong and Australia. These sessions aimed to highlight the unique challenges international students face and their experiences in preparing for clerkships and overcoming these challenges.

You should also look forward to exciting events in the second semester including our Law Firm Tour, and Practice Clerkship Interviews for students speaking English as a second language.

ACADEMIC SKILLS

LASC ADVISERS

Book an Appointment with the Legal Writing and Academic Skills Advisers at the Legal Academic Skills Centre (LASC) for assistance on:

- How to approach the research for your assignments
- Writing for assessments in law
- Resources that will help you to build your academic skills
- Strategies for maintaining your health and wellbeing during your time in law school

You can drop by the Legal Academic Skills Centre on the 3rd floor of the MLS library. However they are often busy, so it's best to book an appointment in advance. For more information and the link to book an appointment, see:

<http://law.unimelb.edu.au/students/lasc/booking-a-consultation>

LEGAL ACADEMIC SKILLS CENTRE (LASC) WORKSHOPS

The Legal Academic Skills Centre (LASC) runs a variety of workshops for JD, MLM and Research students throughout the year to help you practice and gain experience with legal skills and receive feedback in the moment. Information and the link to register for these workshops can be found here:

<https://law.unimelb.edu.au/students/lasc>

LASC LMS PAGE & WEBSITE

Check out Melbourne Law School's hub for academic skills, legal writing, exams and more at <https://successatmls.com> and the LASC page on the LMS. Both provide resources and advice on note-taking, legal writing, research, exams, working in syndicates, networking and more. Specific resources to note include:

'Guide to Academic Success' which includes information on Skills-building, Tracking Research, Writing for Law, Footnoting, Exam preparation, Oral Presentation and Checklists.

The module on <https://successatmls.com> 'Academic Integrity' which helps students understand the requirements of academic integrity, including referencing, quoting vs paraphrasing, long quotes, turnitin and more

EARLY ACADEMIC GUIDANCE FOR LEGAL EDUCATION (EAGLE)

Eagle is a Melbourne Law School Program run by LASC, where later year JD students facilitate small groups of up to 10 new JD students. The groups meet for one hour per week in semester 1 to discuss strategies, techniques and skills for studying law generally, and for subjects in the first year subjects in semester 1. This year, it is also running for returning second years.

For more information visit:

<https://law.unimelb.edu.au/students/lasc/facilitate-d-study-groups>



Student-run support

STUDENT TUTORIAL SERVICE (STS)

The MULSS Student Tutorial Service (STS) is a student-run tutorial platform. Traditionally, this involved in-person classes held by high-achieving students. Since 2020, the program has shifted online and most core subjects will be provided with weekly Facebook Livestreams to complement your studies. With an assessment-centric teaching style, the STS consolidates the knowledge you learn in class and shows you how they translate to exam marks.

ONE ON ONE TUTORING

MULSS also provides a platform for private tutors from MLS to advertise their services on the MULSS website if they meet a selection criteria, which can be accessed via MULSS Website.

Students who wish to engage a private tutor for one or more particular subjects can find their contact details on <https://www.mulss.com/private-tutoring-platform>.

We remind you of the importance of academic integrity at the University of Melbourne through your conducts engaged in the tutoring service: <https://academicintegrity.unimelb.edu.au/home>.

WHITE & CASE

Together we make a mark

Graduate careers in law

Working at White & Case opens doors to experiences and relationships around the world that will help you build your career, wherever it takes you.

If you're a team player with a global mindset, apply for our graduate opportunities in Australia.

whitecase.com/careers

Instagram Facebook LinkedIn Twitter YouTube

WHITE & CASE

1

of the only law firms to offer a guaranteed overseas seat

45

offices across 31 countries

2

Australian offices in Melbourne and Sydney

Tier 1

by *The Legal 500* for Project Development and Project Finance

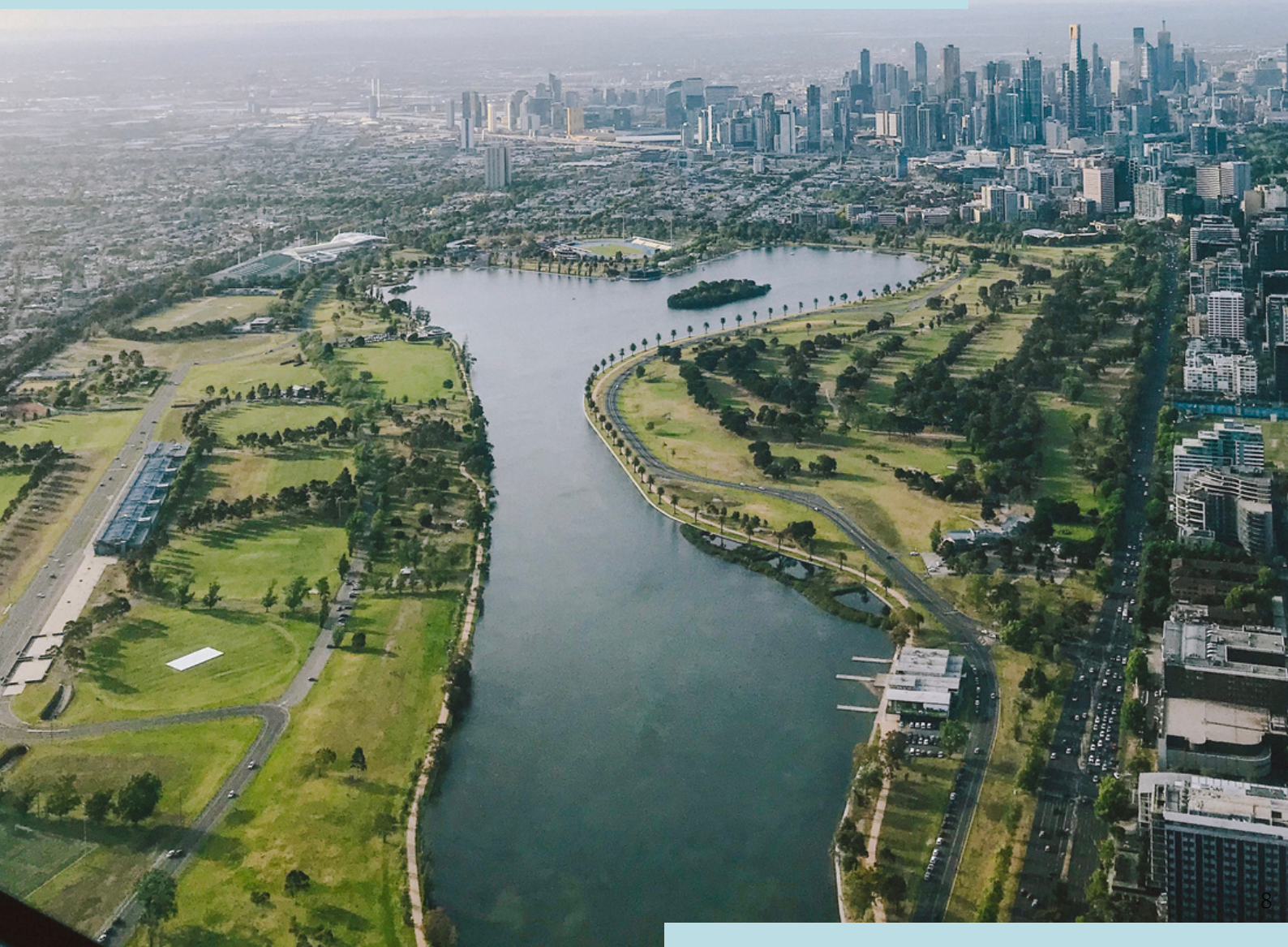
110

nationalities represented across the Firm

87

languages spoken across the Firm

Living in Melbourne



ACCOMMODATION

STUDENT APARTMENTS

There are many student apartments located around MLS and the University, making them very convenient.

These are some options:

www.urbanest.com.au; www.sha.com.au;

www.unilodge.com.au;

www.mystudentvillage.com

RESIDENTIAL COLLEGE

At our University, there are several residential colleges. All your basic needs, such as internet and meals, are usually provided. For more information, take a look at:

www.colleges.unimelb.edu.au

Another option is the Graduate House which is less than five minutes away from MLS. Internet, breakfast and dinner (weekdays) are provided. For more information:

www.graduatehouse.com.au

FIND A HOUSEMATE

Sharing accommodation can be more budget friendly. You can use your Melbourne JD Facebook page to look for fellow JD housemates. Alternatively, you can check these websites: www.flatmates.com.au;

www.gumtree.com.au;

www.fairyflossrealestate.com

PRIVATE RENTAL

The city is flooded with high rise apartments that are available to rent. In addition, surrounding suburbs tend to have houses that are more affordable and suitable for sharing.

It is good to start by searching through:

www.realestate.com.au; www.domain.com.au

GETTING AROUND



GET YOUR MYKI

You will need a Myki (similar to the Oyster card and Octopus card) to travel on trains, buses and trams outside the free tram zone.

You can purchase the card at certain tram stops with the Myki machine, train stations, and various convenience stores such as 7Eleven.

RECOMMENDED APPS

The Public Transport Victoria (PTV) app allows you to plan your journeys across all modes of public transport.

Tram Tracker is useful as it lets you know when trams are arriving.

TRAINS & TRAMS

Trams run frequently around the CBD. They also travel to the inner and outer suburbs.

You do not need to touch on your Myki within the Free Tram Zone. Check out the Free Tram Zone here: www.yarratrams.com.au


Trains are recommended for longer distance travels. There are five train stations in the CBD: Flinders, Southern Cross, Flagstaff, Melbourne Central, and Parliament. It may seem confusing at first to understand the networks but there are officers around the gates and platforms to get assistance from. It is also recommended to plan your trips in advance with Journey Planner on: www.ptv.vic.gov.au.



Public Transport Victoria



Tram Tracker



Answers to FAQ's for International Students

* This is based on information available in January 2022, please note that circumstances may have changed since the time of writing.

VISA Q's - GENERAL

INTERNATIONAL STUDENT ARRIVAL PLAN?

From 21 February 2022, all fully vaccinated visa holders can travel to Australia without a travel exemption. Unvaccinated visa holders will still need a valid travel exemption to enter Australia. However, this is subject to change pending government regulations. For up to date information see:

- <https://covid19.homeaffairs.gov.au/student-visas>

DO I NEED A STUDENT VISA TO COMMENCE ONLINE STUDY FROM OUTSIDE AUSTRALIA?

You do not need a student visa to study from abroad. However, the Department of Home Affairs recommends applying for a student visa at your earliest convenience to enable travel to Melbourne once borders open.

DO I QUALIFY FOR A FREE VISA RENEWAL?

We will waive the visa application fee to allow you to submit a further student visa application if you held a student visa on or after 1 February 2020 and couldn't complete your course within the original visa validity because of the impacts of COVID-19. This includes if you:

- have deferred your study as you were unable to enter Australia because of travel restrictions
- were forced to reduce to a part-time study load
- were unable to complete your work-based training or placements.

This measure is not intended for students who are applying for a new student visa because of ordinary reasons (including if you have failed a course or a unit of study, deferred for personal reasons or voluntarily reduced your study load.) You must apply for a Student visa to have your application for a fee waiver considered and attach a completed Form 1545 COVID-19 Impacted Student (PDF 228 KB) from your education provider.

If you are applying for a fee waiver in Australia, a Bridging visa will not be issued automatically as the fee exemption must be checked first.

This waiver only applies to the visa application charge.

In addition, student visa holders who are outside Australia and travel between 19 January 2022 and 19 March 2022 will be eligible for a refund of their Visa Application Charge. Further information on how to apply for a VAC refund is available at [Getting a refund](#).

If you needed to apply for a student visa prior to 2020 due to ordinary reasons, such as being suspended, taking a leave of absence, a reduced study load, or failing subjects, you won't be assessed as eligible. This includes students who voluntarily reduced their study load or had left due to the impact of COVID-19. For further information see:

- <https://students.unimelb.edu.au/student-support/international-student-support/visas/renewing-your-student-visa>

VISA Q'S - GENERAL

WHERE CAN I GO FOR GENERAL VISA RELATED QUESTIONS?

For general visa questions, see the University of Melbourne's visa support page:

- <https://students.unimelb.edu.au/student-support/international-student-support/visas>

For Australian Government regulations relating to international students see:

- <http://www.australia.gov.au/information-and-services/immigration-and-visas/studying-in-australia>

CAN I WORK IN AUSTRALIA WHILE I'M STUDYING?

You are only able to work after you have commenced your course and must work in accordance with the work hour restrictions. You must also apply for a Tax File Number before you start working and complete a tax return each year.

For details, see: <https://students.unimelb.edu.au/admin/student-visas/working-on-a-student-visa>

CAN I STAY IN AUSTRALIA AFTER I'VE COMPLETED MY STUDIES?

If you wish to stay in Australia temporarily, you can generally make an onshore application for a visitor visa unless your current visa has a 'no further stay' condition. Types of visas you may be eligible for include:

- Temporary Graduate Visa (most common)
- Various temporary and permanent visa options if you have completed your Australian degree and have work experience
- Empower-sponsored Visa
- Training and Research Visa (subclass 407) to undertake practical training.

If you have accepted an offer to do further study in a CRICOS registered course, you can submit a new student visa application. For more information, see the Department of Home Affairs website or visit:

<https://students.unimelb.edu.au/admin/student-visas/staying-in-australia>

CAN I APPLY FOR AUSTRALIAN CITIZENSHIP AFTER COMPLETING MY STUDIES?

It depends on whether you meet eligibility requirements for Australian Citizenship. For details, see

<https://immi.homeaffairs.gov.au/>

I'M CONCERNED MY VISA IS ABOUT TO EXPIRE, WHAT SHOULD I DO?

You may need to apply for a further student visa if, amongst other things:

- Your current visa will expire before you can complete your course;
- You have commenced a new course of study; or
- Your first visa has been cancelled by the Department of Immigration and Border Protection (DIBP)

If you apply in Australia you will usually be granted a bridging visa A (BVA) which allows you to lawfully remain in Australia whilst your new visa is processing. If you have a BVA and need to leave Australia, before departing you must apply for a bridging visa B (BVB).

For further information on renewing your visa contact the Student Visa team or visit this page:

<https://students.unimelb.edu.au/admin/student-visas/renewing-your-visa>

CAN MY FAMILY VISIT ME IN AUSTRALIA WHILST I'M STUDYING HERE?

Immediate family (e.g. spouse, de facto partner or child) can usually join you in Australia on your student visa.

Other family members or friends wishing to visit you in Australia will generally require visitor visas to come to

Australia. However, this is subject to change in government laws given the ongoing pandemic. For further information,

see: <https://students.unimelb.edu.au/student-support/international-student-support/visas/visas-for-your-family>

VISA Q'S - STUDYING

CAN I STUDY PART-TIME?

International students on a student visa cannot stay part-time. You must complete your course by the end date of your Confirmation of Enrolment (CoE). Usually, this requires you to enrol in a standard study load of 50 points (ie. 4 subjects) per half-year periods (e.g. January to June).

You can only reduce your study-load and /or extend the duration of your course due to compassionate or compelling circumstances or as directed by the University. To do so you must seek approval from Judith Marychurch, Assistant Dean- Teaching & Learning, prior to making changes to your enrolment. Further information on eligibility and how to apply can be found here: <https://students.unimelb.edu.au/studentsupport/international-student-support/visas/visa-implications-of-changing-your-enrolment/reduced-studyload>

IS THE 4 SUBJECTS PER SEMESTER REQUIREMENT SATISFIED IF I STUDY 3 SUBJECTS DURING THE SEMESTER & SOME SUMMER/WINTER SUBJECTS?

Yes, If you plan it right! You must complete 50 credit points per half-year (January - June: July - December). This can be either:

- Four subjects during the semester, or
- Three subjects during the semester and one intensive subject over the summer or winter period (see: <https://law.unimelb.edu.au/students/jd/studies/course-structure> for example course plans).

You should avoid enrolling in intensives outside of a normal semester in your very final semester as this can impact on completion dates, and have a flow-on effect as it may delay when you can obtain transcripts and letters of completion required for post study work rights visas.

You should discuss your course plan with Judith Marychurch, the Assistant Dean - Teaching and Learning and /or the University/s Student Visa team.

CAN I APPLY FOR A LEAVE OF ABSENCE/STUDY BREAK? IF SO, CAN I REMAIN IN AUSTRALIA?

You may be granted leave of absence for personal, compassionate or other compelling circumstances for up to 1 year. This is assessed on a case-by-case basis. During this period you are not expected to be engaged in any study related activities.

If you are granted leave, the University must notify the Department of Home Affairs of the changes to your enrolment. The reason for your leave will determine the implications for your student visa. For further information see: <https://students.unimelb.edu.au/admin/leave>.

CAN I REMAIN IN AUSTRALIA FOR THE DURATION OF MY STUDENT VISA IF I COMPLETE MY DEGREE BEFORE MY VISA EXPIRES?

The Student Visa team have advised that this depends on the time of completion, with stay periods prescribed irrespective of your visa validity period. Please note that for:

June Completions - you must depart Australia or make other visa arrangements with Home Affairs by 30 August of the year in which you complete your course or before your current visa expires (whichever is the earliest).

- December completions - you must depart Australia or make other visa arrangements with Home Affairs by 15 March the following year or the expiry date of your visa (whichever date is earliest).
- Other - you must depart Australia or make other visa arrangements with Department of Immigration and Border Protection (DIBP) within two months from your completion date or before your current visa expires (whichever date is earliest).

HEALTH & WELLBEING - GENERAL

WHAT SHOULD I DO IF I AM HAVING MENTAL HEALTH ISSUES (E.G. INCLUDING STRESS, ANXIETY, DEPRESSION, LIFE TRANSITIONS, CULTURAL ADJUSTMENT)?

There is no issue too big or too small to seek help. If you are stressed, anxious, depressed or facing other mental health issues, there is an abundance of support for you.

The GLSA and MLS really encourage you to seek help! If you or someone you know is struggling, confidentially contact any of the following people or services listed below.

SUPPORT AT MLS

Student Leaders - chat confidentially on Level 2 of MLS with:

- GLSA International Students' Liaisons Jessie Murchie and Ilan Slonim (isl.glsa@gmail.com)
- LSS International Students' Representative Klyde Yang (international@mulss.com)

MLS Wellbeing Team - You can book an appointment and find useful links to policies and procedures, services by the University, community, or outside uni, and mindfulness resources on the MLS Wellbeing website:

<https://law.unimelb.edu.au/students/academic-support-and-wellbeing/wellbeing>.

MLS Equal Opportunity Liaison Officer, Jianlin Chen - the MLS Equal Opportunity Liaison Officers for International, Cultural Diversity and Non English- speaking Background (NESB) Students. Contact Jianlin via email (jianlin.chen@unimelb.edu.au).

Associate Dean (JD), Arlen Duke. Contact Arlen via email (a.duke@unimelb.edu.au).

Assistant Dean - Contact the lovely Assistant Dean of Teaching and Learning, Judith Marychurch (jmarychurch@unimelb.edu.au) for academic matters and wellbeing.

SUPPORT FROM THE UNIVERSITY OF MELBOURNE

Counselling and Psychological Services

Counselling and psychological Services (CPS) provide a range of services for University of Melbourne students including:

- Free, confidential, individual short-term professional counselling sessions from 9am-5pm Monday to Friday. Appointments can be booked by calling 8344 6927. For more information visit: <https://services.unimelb.edu.au/counsel/making-an-appointment>
- Workshops
- Resources on many topics relevant to international students, including (not exhaustive) homesickness, anxiety, sleep, motivation, and self-care.

EXTERNAL SUPPORT

- Beyondblue: Free 24-hour support, advice and information on anxiety, depression, mental health (call 1300 22 4636 or visit <https://www.beyondblue.org.au>).
- Lifeline: Free 24-hour online, phone and face-to-face crisis support and suicide prevention (call 13 11 14 or visit <https://www.lifeline.org.au>).
- SuicideLine: Free 24-hour telephone counselling and information service for anyone thinking about suicide, worried about someone, or have lost someone to suicide (suicideline.org.au).
- Mensline: Free 24-hour support, information and referral service run by professional counsellors for men with family and relationship concerns (www.mensline.org.au).

HEALTH & WELLBEING - GENERAL

HOW DO I ACCESS HEALTH AND WELLBEING SERVICES FROM ABROAD?

Generally, if you are abroad, there are limitations as to what services you can be legally provided via telehealth. It is recommended to access your local medical system for practical health support.

However, if you need mental health support, it is recommended to book an appointment with Counselling and Psychological Services (CAPS) for advice on services you can utilize. There are also student workshops and sessions which can support you with some of the problems you might be experiencing. Additional information can be found at:

- <https://students.unimelb.edu.au/student-support/coronavirus/international-students>

I PAID FOR OSHC COVERAGE BUT HAVE BEEN ABROAD AND UNABLE TO UTILIZE IT, DO I QUALIFY FOR A REFUND?

If you chose to use the Bupa OSHC cover, you will be able to apply for a refund for the period of cover prior to your arrival in Australia. If you chose another OSHC provider, you will need to contact that provider to seek advice.

To accomplish this: Once you have booked your airline tickets to Australia you will need to email the BUPA team at bupaoshcpartnership@bupa.com.au with the following information:

- Student name
- Bupa membership number or student ID
- Airline ticket showing date of arrival
- Copy of student visa
- Bank account details for any refund due (the refund will then be calculated based on the end date of the student visa).

HEALTH & WELLBEING - SPECIAL CONSIDERATION & EXTENSIONS

MLS provides many services to assist all students, including international students, with a permanent or temporary condition that may arise from a sensory, physical, psychological, medical or neurological condition, as outlined on the Student Equity and Disability Support web-page (<https://law.unimelb.edu.au/students/academic-support-and-wellbeing/wellbeing>).

The policies and services currently available at the date of publication are outlined below. You should also check the website for any updates.

CAN I APPLY FOR SPECIAL CONSIDERATION FOR **ONGOING** CONDITIONS?

Registering for ongoing special consideration gives you streamlined and holistic support.

→ Eligibility (when this can be sought):

Where you have long-term, ongoing conditions that are expected to impact your studies for 6 weeks or more (e.g. disability, chronic or permanent health condition, official commitment such as elite athletes or performers, religious or cultural observance, students with carer status).

→ **How to apply:** (see <https://law.unimelb.edu.au/students/academic-support-andwellbeing/wellbeing/procedures#special-con-ongoing>)

1. Check that ongoing support is appropriate for your circumstances
2. Compile supporting documents outlining the impact of your circumstances. What documentation is appropriate depends on the circumstance. For health-related circumstances this requires a Health Professional report (HPR) or a letter from a treating practitioner outlining the impact on studies and recommended adjustments. For more information visit the website above.
3. Make an appointment with MLS Wellbeing Coordinator via the website above or by emailing law-wellbeing@unimelb.edu.au.
 - Then, if recommended, apply for Special Consideration (ongoing support) via <https://law.unimelb.edu.au/students/academic-support-andwellbeing/wellbeing/procedures#special-con-ongoing>.
 - For Alternative Exam Arrangements you must register before the census date for your subject.
4. Student Equity and Diversity Support (SEDS) will then notify you regarding whether you are eligible for

→ If you're eligible, what does this mean?

You must make an appointment with a SEDS advisor to develop an Academic Adjustment Plan (AAP), outlining the adjustments available to you. These may include: reduced study load, leave of absence, extra leave, extension, alternative exam arrangements (see below), note-takers, special equipment, accessible teaching spaces.

- You may be eligible for Alternative Exam Arrangements (AEA) to alleviate the impact of your conditions, such typed responses, smaller venue, interpreters. To apply for AEA's you must:
 - Be registered for ongoing support,
 - Register before the census date of your subject,
 - Make an appointment with the Graduate Service Coordinator (Wellbeing) to discuss your options (law-welbeing@unimelb.edu.au),
 - Provide relevant supporting documents (e.g. a substantiating letter from a health professional)
 - For further information on AEA's see: <https://students.unimelb.edu.au/your-course/manage-yourcourse/exams-assessments-and-results/exams/alternative-exam-arrangements>.

→ If you cannot complete examinations/take home examinations:

You should apply for Special Consideration (unexpected circumstance) and provide:

- (a) a copy of your Academic Adjustment Plan, and
- (b) supporting evidence confirming the symptoms experienced in the lead up to and during the exams, confirming that the AEAs were not able to mitigate the impact.

HEALTH & WELLBEING - SPECIAL CONSIDERATION & EXTENSIONS

CAN I APPLY FOR SPECIAL CONSIDERATION FOR **UNEXPECTED** CONDITIONS?

→ Eligibility (when this can be sought):

- When unexpected circumstances such as sudden illness (excluding minor ailments), accident or bereavement impact your studies for less than 6 weeks. Whether your circumstances are eligible is assessed on a case-by-case basis.
- Not for computer failure, public transport, headaches or period pain where you can still complete assessments, or personal events such as travel, events or weddings.

Note:

- If you are registered for ongoing support you still must apply separately for special consideration.
- Not everyone who applies will receive special consideration. If you do not sit your exam and your application is not successful you will receive a fail grade.
- For more information on eligibility requirements see: <http://law.unimelb.edu.au/students/academicsupport-and-wellbeing/wellbeing/procedures#special-con-unexpe-jd-breadth>.

→ How to apply? You must submit your application to <https://students.unimelb.edu.au/your-course/manageyour-course/exams-assessments-and-results/special-consideration/unexpected-circumstances>:

- Within 4 working days of the assessment due date; and

With relevant supporting documentation (e.g. Health Professional Report form or a third-party verified document for non-medical or mental health grounds)

→ If you're eligible, what assistance does this provide?

- Possible study adjustments include: Supplementary exam during the special examination period; sitting your exam orally, at home or externally; extensions; additional written exercises.

EXTENSIONS ON ASSIGNMENTS

→ Eligibility (when this can be sought):

- Where unforeseen circumstances affect your capacity to prepare for or submit an assessment by the advertised due date/time. Whether this is sufficient is assessed on a case-by-case basis.
- This is not suitable for clerkships, internships, competitions, extra-curricular activities, computer failure, transport delays, personal events such as weddings, minor ailments, travel plans.
- You may apply for extensions for: Essay, research papers, reports, assignments, weekend take-home examinations in the limited circumstances (described below), and assessments outlined in the handbook.

→ How to apply? You must submit your formal application via the above website:

- Before the assessment due date, and
- With supporting documentation listed below.

Note:

- The **maximum extension is 20 working days** from the original due date. For extensions of more than 10 working days you should submit an application for Special Consideration (unexpected circumstances).
- You will be advised of the outcome of your application within 3 working days of submitting the application.
- **Pending an outcome, you should continue to work on your assessment and should email a copy of your work** to law-assessment@unimelb.edu.au by the original due date/time including: student ID, subject code and name, and the following statement: 'This is a partial submission of my work and I am awaiting an outcome from an extension and/or Special Consideration (unexpected circumstances) review'.
- You can seek a review via law-wellbeing@unimelb.edu.au. You should explain the grounds upon which you wish your application to be reconsidered and include any new supporting documentation.

HEALTH & WELLBEING - SPECIAL CONSIDERATION & EXTENSIONS

CAN I APPLY FOR SPECIAL CONSIDERATION FOR **UNEXPECTED** CONDITIONS?

→ **Eligible circumstances:** students may apply for extensions in the following circumstances. The extension may be for a period other than the 24 hours normally applicable for extensions.

→ **For further information:** email law-wellbeing@unimelb.edu.au before the assessment due date.

- **Personal circumstances** (e.g. bereavement, family illness, family violence, temporary carer responsibilities).
 - Where possible, you should provide independent verifiable evidence by, for example, a psychologist, social worker or police officer. After submitting your application, the Academic Support Officer will let you know if additional evidence is required.
- **Medical conditions** (e.g. sudden illness of short duration).
 - Evidence must be completed by an authorised medical practitioner, preferably through a Health Professional Report (HPR) form.
- **Weekend take-home examinations** (limited circumstances); You may apply for extension if:
 - You are a parent/carer who has parenting or caring responsibilities on weekends. To apply you must provide:
 - Birth certificate for primary school aged children or other appropriate evidence of your role as a parent or carer; and
 - A statutory declaration as to the normal requirements of your role over a weekend period.
- You are **scheduled to work in paid employment** on the weekend of the take home exam and are unable to take leave or otherwise reschedule your work commitments. To apply you must provide:
 - Documentation from the employer of your work commitments on the relevant weekend (e.g. a copy of a work roster, email or letter from the employer); and
 - A statutory declaration of the expected dates and hours of your work on the relevant weekend, describing in detail: the efforts you have made to take leave or otherwise reschedule this work, and your lack of success in those efforts to take leave or reschedule the work commitments.
 - If you cannot provide documentation from an employer as to your work commitments on the relevant weekend, you should consult with Judith Marychurch, the Assistant Dean of Teaching & learning for advice on the appropriate documentation (jmarychurch@unimelb.edu.au).
- You are **religiously observant** and participate in religious or cultural practices involving significant time on weekends. To apply you must provide:
 - A letter from a minister or other relevant independent person who can verify the religious or cultural observance, the day of week involved, and time frame normally devoted; and
 - A statutory declaration that you are religiously or culturally observant and will be participating in the relevant activity during the normal period of weekend take-home exam, the date of the observance, and the time frame normally involved.
- You have other commitments of similar nature & impact to the above which are not addressed by normal grounds for special consideration (unexpected). You must provide documentation as advised by MLS Wellbeing Coordinators or Assistant Dean of Teaching & Learning.

→ For further information: email law-wellbeing@unimelb.edu.au before the assessment due date.

MORE INFORMATION

For further information or to book an appointment with one of the Wellbeing consultants:

- See <https://law.unimelb.edu.au/students/academic-support-and-wellbeing/wellbeing/procedures>
- Contact MLS Wellbeing by visiting the office on MLS Mezzanine, or by email (law-wellbeing@unimelb.edu.au)

HEALTH & WELLBEING - HEALTH

DO I NEED HEALTH INSURANCE COVER? WHAT AM I ELIGIBLE FOR?

The Department of Immigration and Border Protection requires overseas students to maintain 'Overseas Student Health Cover' (OSHC) for the duration of their time in Australia. This is insurance to assist students to meet the costs of medical and hospital care they may need while in Australia. This will also pay limited benefits for ambulance services and pharmaceuticals. This is a mandatory requirement for all students (except those from Belgium) under the conditions of the student or bridging visa.

Which insurers offer OSHC policies for international students?

- Bupa - There is a Bupa client services representative on Level 1 of the Health Services Building from 9am to 5pm Monday to Friday to assist you with enquiries and renewing your membership. This is free if you are covered by Bupa or Allianz. Otherwise, you may be able to get refund for the consultation fee through your insurer.
- People Health Limited (Allianz Global) OSHC
- Medibank Private
- Australian Health Management
- Nib Health Funds Limited.

What if I have problem with my OSHC insurer, policy or bill for treatment?

You should contact your insurer. If you are still unable to resolve your enquiry you should contact the Private Health Insurance Ombudsman (PHIO) which provides a free independent service to help consumers with health insurance problems and enquiries. Contact the PHIO by phone (1300 362 072), email (phio.info@ombudsman.gov.au) or the PHIO webstie (<http://www.ombudsman.gov.au/>). For more information see:

- <https://www.health.gov.au/internet/main/publishing.nsf/Content/overseas+Student+Health+Cover+FAQ-1>
- <https://students.unimelb.edu.au/admin/student-visas/overseas-student-health-cover-oshc>

WHERE SHOULD I GO IF I NEED TO SEE A DOCTOR? (PART 1)

Health Services at UoM

Health Services at the University of Melbourne offers appointments to see doctors regarding any medical condition - including general checks, mental health, sexual health, Women's health (Papsmeears, cervical cancer vaccine, breast examinations and gynaecological concerns), Men's health (prostate checks). They can also refer patients to a variety of specialists including mental health professionals.

Appointments can be made between 8:45 am and 5 pm Monday to Friday by calling 03 8344 6904 or visiting their website (<http://services.unimelb.edu.au/health/about/appointment>).

New patients must fill in information forms regarding their medical history - these can be found on the above website and are confidential.

- You must bring to your appointment:
 - your student card and
 - your private health insurance card or information.
- If you require an interpreter let them know when you book the appointment

The fees depend on your insurance producer so remember to bring your member card or information with you. If you are not covered by Bupa or Allianz Global, you may be required to pay a fee and claim the rebate from your provider. Some services are not covered by you insurance (such as vaccinations). There is a fee for non-attendance of appointments or not paying any fees on the day of your visit. For mental health issues, appointments may be partially covered through your insurer in a GP provides a referral to other psychological services.

For more information or to make an appointment, visit: <http://services.unimelb.edu.au/health>

HEALTH & WELLBEING - HEALTH

WHERE SHOULD I GO IF I NEED TO SEE A DOCTOR? (PART 2)

After hours health care

- A doctor from the Home Visiting Doctors Services can visit you at your home.
 - Book by calling 03 9429 5677, or visiting <https://homedoctor.com.au>.
 - There will be no out of pocket cost for visits for those with OSHC insurance as this service bills directly to Bupa and Allianz Global Insurance and some other OSHC providers.

International students with:

- Bupa OSHC insurance can obtain free 24/7 health advice by calling 13000 884 235.
- Allianz Global can obtain free 24/7 health advice by calling 18000 814 781.

GENERAL CAMPUS SAFETY INFORMATION

Security Escorts

Campus Security Escorts are available 24 hours 7 days a week to assist you with First aid and can walk you to your car, or tram/bus stop, or between venues. To contact campus security:

- Look under 'support services' on the UniSafe app which can be downloaded from the App Store or Google Play
- Call 03 8344 6666 or 18000 246 066 (for security escorts or general security support).
- It is recommended that you pre-book this service

Campus Security

Campus security patrols the Parkville campus 24-hours a day and are responsible for the University community and property. Report any incidents or suspicious activity to security immediate

The Safer Community Program (SCP)

SCP provides students with the opportunity to seek a safe place to talk about your concerns, support and management strategies, advice and referral information, on various matters including the following:

- If you feel threatened, unsafe or have received unwanted attention
- Concerns about someone harming themselves or someone else
- Someone behaving in a way that concerns you or caused harm
- Discrimination, bullying or sexual harassment or assault

Contact SCP by emailing safer-community@unimelb.edu.au, calling 03 9035 8675 or visiting www.safercommunity.unimelb.edu.au.

HEALTH & WELLBEING - SAFETY

WHERE CAN I GET HELP WITH SEXUAL ASSAULT ISSUES?

If you are in immediate danger or need after-hour support call University Security on 03 8344 6666

Several services are available that can provide support, referrals and counselling about sexual assault issues, including:

- Safer Community Program at: 03 9035 8675, or safer-community@unimelb.edu.au
- Counselling and Psychological Services (<http://services.unimelb.edu.au/counsel>) (see above)
- Health Services (<https://services.unimelb.edu.au/health>)
- Services outside the University
 - Sexual Assault Crisis Line Victoria (SACL) (www.sacl.com.au) -after-hours, confidential, telephone crisis counselling service for victims/survivors of past & recent sexual assault.
 - Victorian Centres Against Sexual Assault
 - The Royal Women's Hospital

Reporting

If you or someone you know has been sexually assaulted you can report this to:

The University's Safer Community Program: they provide you with support, referrals and information to assist you. If you report an alleged sexual assault to the Safer Community Program, they may encourage you to report any criminal matter to Victoria Police.

Victoria Police: you have a right to report sexual assault to the police and receive legal protection. An information booklet about reporting sexual assault to the Victoria Police can be found on the link below.

For more information on what constitutes 'sexual assault', the services available to provide support, referrals and counselling, and reporting sexual assault, visit: <https://safercommunity.unimelb.edu.au/sexual-offences>.

FURTHER EXTERNAL SUPPORT

If you require further support contact MLS Wellbeing (law-wellbeing@unimelb.edu.au) and they would be happy to point you in the right direction, or contact following relevant resources:

- Mensline: a 24/7 support, information and referral service run by professional counsellors for men with family and relationship concerns. Contact: www.mensline.org.au
- eSafety Women: provides resources aimed to help women manage technological risks and abuse by providing women with tools needed to be confident online. Contact: [www/esafety.gov.au/women](http://www.esafety.gov.au/women)
- Safesteps -- family violence Response Centre: free 24/7 service by women for women and children experiencing violence and abuse from a partner or ex-partner, family member, or someone close to them. Contact: www.safesteps.org.au

Addiction

- Directline: 24/7 free and confidential counselling, information and referral for those who are or who are concerned about another with an alcohol or drug problem. Contact: [www/counsellingonline.org.au](http://www.counsellingonline.org.au)
- Gambling Help Online: 24/7 free counselling information and support via online chat, email or phone for those affected by gambling. Contact: www.gamblinghelponline.org.au

Scams and online safety

- Scamwatch: a resource run by the Australian Competition and Consumer Commission which provides information about how to recognise, avoid and report scams, and where to seek help if you have been affected by scams. Contact: www.scamwatch.gov.au/get-help.
- eSafety Commissioner: Government commissioner committed to helping young people have safe, positive experiences online and encourage behavioural change. They also provide a complaints service for those who experience cyberbullying. Contact: www.esafety.gov.au/complaints-and-reporting.
- ACORN (Australian Cybercrime Online Reporting Network): government policing initiative that allows the public to securely report instances of cybercrime and provides advice to assist people recognise and avoid common types of crime. Contact: www.acorn.gov.au.

OTHER FAQ'S

HOUSING

Affordable housing for international students

- You should check out the University's recommendations for affordable housing on <https://services.unimelb.edu.au/housing>

Emergency Housing

- The Student Housing Service at the University of Melbourne provides support, information, and referrals for students who are experiencing a housing crisis and are in need of short-term accommodation.
- Contact: <https://services.unimelb.edu.au/housing/emergency-accommodation>

Renting rights

- Visit the Consumer Affairs Victoria website which has information on renting rights in 27 languages (<https://www.consumer.vic.gov.au/internationalstudents>)
- As an international student you have the same rental rights as Australian citizens. What these rights are depends on your living situation, for example, if you are living in boarding or homestay arrangements you may not be covered by Victorian renting laws.

WORKPLACE RIGHTS

Everyone who works in Australia has basic rights and protections, including the right to proper conditions and a minimum wage. For more information or if you think your workplace rights are being violated visit:

- JobWatch Employment Rights Legal Centre - For free and confidential telephone information and referral service call 03 9662 1933. For more information visit <https://jobwatch.org.au>.
- Fair Work Ombudsman - For information about your workplace rights and obligations including guides, templates, pay calculators, and information for visa holders and students visit: <https://www.fairwork.gov.au>

CAREER PROSPECTS

This depends on a number of factors, including your qualifications, grades, language capabilities, age, etc. For more information, see:

- The GLSA's Global Careers Guidebook and website (<https://www.the-glsa.com>)
- The Melbourne Law School Careers Services (<https://law.unimelb.edu.au/students/career-services>) and consultants (book appointment via the 'Law online' link on <https://law.unimelb.edu.au/students/career-services/services-and-resources>)
- A Migration Agents Registration Authority (MARA). To find one check out:
 - Home affairs at <https://www.homeaffairs.gov.au/trav/visa-1>
 - MARA at <https://www.mara.gov.au/search-the-register-of-migration-agents/>

SOCIALISING

There is a vast range of opportunities to socialise, and many are specifically for international students. These include various clubs and the following opportunities by societies at Melbourne Law School:

- The Tandem Mentor Programme run by the GLSA and LSS
- The Global Law Students' Association (GLSA)
 - Social events throughout the year
- Various social activities run by the Law Student Society (LSS), including Trivia, Law Ball, Spring Social, Coffee Catch-ups.
- Activities run by the Melbourne China Law Society (MCLS)



Social media



KEEP UP TO DATE WITH US!

Follow the MULSS International Facebook page

(<https://www.facebook.com/groups/1654909598191103>) to stay informed about our events and other information.

Follow us on Facebook at Global Law Students Association

(<https://www.facebook.com/GLSA.MLS>), Instagram (@[glsa_mls](#)) and LinkedIn to stay informed about our events and other information.



The Melbourne University Law Students Society and the Global Law Students Association would like to thank the following:

SUPPORTING PARTNER

WHITE & CASE

ACKNOWLEDGMENTS

The Global Law Students' Association (GLSA) and the Melbourne University Law Students' Society (MULSS) would like to thank Judith Marychurch, MLS Assistant Dean of Teaching and Learning, and the University of Melbourne Student Visa Team for their assistance in compiling the information in this pamphlet.

For further queries please contact:

- The GLSA International Student Liaisons (isl.glsa@gmail.com)
- The LSS International Students' Representative (international@mulss.com)
- MLS Careers Consultant, Rachel Sun (rachel.sun@unimelb.edu.au)
- MLS Wellbeing (law-wellbeing@unimelb.edu.au)
- Judith Marychurch, Assistant Dean - Teaching & Learning (jmarychurch@unimelb.edu.au)
- Jianlin Chen, MLS Equal Opportunity Liaison Officers for International, Cultural Diversity and Non-English-speaking Background (NESB) Students (jianlin.chen@unimelb.edu.au)
- Student Visa Team at the University of Melbourne (student-visa@unimelb.edu.au)