



WESTERN SYDNEY
UNIVERSITY



Sydney City Campus

A young woman with dark, curly hair tied up, wearing glasses and a white shirt with pink and grey stripes on the sleeves. She is smiling and holding a large blue folder or book. A black backpack strap is visible over her shoulder. The background is a blurred green forest.

Student Life Guide

2025

Sydney City Campus

Activities • Leadership • Student Voice • Support Services • and More

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SIBT Key Contacts

- Student Services
(02) 9964 6555
- iHelp
(02) 9964 6518
ihelp@sibt.nsw.edu.au
- Security
(02) 9964 6113
- Under 18 Emergency Number
0490287531

Other Contacts

- Emergency Services (Police, Ambulance, Fire Brigade)
000
- Department of Home Affairs
131 881
homeaffairs.gov.au
- Transport Infoline (Public Transport Services)
131 500
transportnsw.info
- Consumer and Business Services
13 32 20
Consumer Support (including tenancy) fairtrading.nsw.gov.au

More key contacts can be found on Page 16



We're here to support you.

Student Support Services is here to help you make the most of your time at SIBT. Our service is free, confidential, professional and here to support you succeed in your studies.

- Student life and support for student groups
- Course information and advice
- Academic and learning support
- Maths Support
- Help understanding policies and procedures, like special consideration or extensions
- Disability support
- Counselling and Wellbeing support
- Advice for accommodation, employment and financial issues
- Complaints and appeal processes
- Connecting you to the help you need, including free legal services and other support agencies in the community
- Careers & Employability Service

Contact Student Support Services

Phone: (02) 9964 6555

Email: studentservices@sibt.nsw.edu.au

In person: Book an appointment via bit.ly/scc_assist

Activities

Activities and events happen each week on and off campus. These include board game competitions, table tennis tournaments, day trips, free breakfasts and lunches, career talks, movie nights and more. Make sure you check the noticeboard at Reception to see what is coming up on campus.



Game Hire

You can hire board games and sports equipment at Level 4 Student Services Counter for free. Simply use your student ID card.



Free Tea & Coffee

Bring a keep cup and enjoy free tea and coffee in the student kitchen. During exam periods, morning tea is also provided.



Student Facilities

Microwaves and cold/hot water are available in the student kitchens on Level 2 & 4. Parent's room is located on Level 4. Prayer rooms are located on Level 2, in room 2.05/2.06

Student Clubs

There are a range of SIBT student clubs to join. Clubs are a great way to have fun and meet other students. You can also start your own club!

Contact activities@sibt.nsw.edu.au





Student Voice

Your voice matters. That's why at Sydney City Campus we have a student representative group called the Student Voice Committee (SVC). The SVC is made up of both SIBT and Western students.

The SVC is a group that meets monthly to discuss any academic and campus issues, suggest ideas and run activities at the Sydney City Campus.

The SVC seeks to have a student representative from all courses at Sydney City Campus.

Buddy Program

The Buddy Program is open to all students who have completed one session at the Sydney City Campus. Student mentors assist at events such as Orientations and provide general support to students where necessary.

If you are interested in being a mentor and helping your fellow students, email activities@sibt.nsw.edu.au

If you are interested in joining the SVC or would like to contact a representative, email activities@sibt.nsw.edu.au

The SVC also runs a student-led Facebook group where updates and events are shared.



Student mentors receive training and a certificate of participation upon satisfactory completion of the requirements.

Are you a first year student who would like your own buddy? You will receive valuable guidance from an experienced Sydney City Campus student. Email activities@sibt.nsw.edu.au

Mental Health & Wellbeing

There are times when we may be affected by mental health changes that can impact on our daily life or cause concern in some way. Mental health changes can affect the way we think and alter how we apply ourselves in study and work. We may handle everyday situations differently or our relationships may be impacted.

SIBT can offer you resources to help you maintain positive mental health and wellbeing. Students can also access free, confidential counselling for additional support either face-to-face sessions, via telephone or online. Counsellors can assist with any personal or welfare issues that may impact on your studies also. For bookings, ask at reception or go to calendly.com/student-services-teams

Mental Health Month

Mental Health and Wellbeing Month is held every October across the campus. It is part of a national mental health promotion campaign encouraging us to think about our mental health and wellbeing. The aim of the month is to encourage all of us, whether we have experienced mental illness or not, to learn and understand the importance of looking after our mental health and wellbeing.

If you are interested in being involved in Mental Health Month, please email activities@sibt.nsw.edu.au

SIBT also hosts welfare workshops, mindfulness activities, chill-out zones and more. Check out the Noticeboard at Reception for more information.

Contact

studentservices@sibt.nsw.edu.au

Phone: (02) 9964 6555



Safety & Respect

Everyone has the right to feel safe.

All students have the right to feel safe and at home - on campus, in the community and in their residences. SIBT strives to create a safe and inclusive learning environment and has a zero tolerance policy toward bullying and harassment of any kind, including sexual harassment and sexual assault, and such behavior may result in misconduct proceedings.

Sexual assault, harassment and violence can affect anyone in the community, regardless of gender, sexual identity, race, age, culture, ethnicity, religion, disability, economic status or location.

If you have experienced bullying, harassment or assault, Student Support Services staff are available to support you and ensure you receive the support you need.



Need support?

- 000 - Emergency
- (02) 9964 6555 – To make an appointment with SIBT Counselling Service
- 1800 424 017 – Crisis Counselling 24/7 for those who've experienced sexual assault or domestic violence.

To make an appointment with a student counsellor, or student advisor, please go to: bit.ly/scc_assist, call reception on 02 9964 6555 or email studentservices@sibt.nsw.edu.au

24/7 Support

- **NSW Mental Health Line**
1800 011 511
- **Lifeline**
131 114
- **Domestic Violence**
1800 656 463
- **NSW Rape Crisis**
1800 424 017
- **HealthDirect Australia**
1800 022 222
- **Men's Line**
1300 78 99 78
- **NSW Poisons Information Centre**
13 11 26
- **24 hour line for international students**
1800 735 807
- **Overseas Student Health Cover (Allianz) - 24/7 emergency helpline - for International students**
Emergency 1800 814 781
- **000**
If life is in danger, call (Ambulance, Fire, Police)

Safety on Campus

The safety and security of our students on campus is very important. Sydney City Campus has 24 hour security, including video surveillance and an onsite security team. Our security team can assist with safety and security around campus, lost property, theft and medical emergencies. If you are on campus and need assistance, please contact the Ground Level or team on the directly on (02) 9964 6113.

Safer Campus Community

Safer Campus Community is an initiative aiming to build a safer campus culture in response to the national report on Sexual Assault and Sexual Harassment (SASH) on university campuses in Australia. The Sydney City Campus has a Safer Campus Community Committee made up of staff and students dedicated to drive action, engagement and organisational support for SASH issues.

Not sure who to speak to?

Student Support Services can assist you with your issue or can direct you to the right contact. Book an appointment via: bit.ly/scc_assist

Library

Students enrolled at SIBT can access the Navitas Library on Level 8. Library times are:

Library Hours are:

Mon-Thur: 8am to 8pm

Fri: 8am to 6pm

Closed weekends

This library can also be accessed online via **libguides.navitas.com**.

*Closed on some public holiday weekends. Please see website for details

Student ID Card

As an SIBT student, you'll need a student ID card for the duration of your studies. You should have your student card with you whenever you visit campus and during every exam. If you did not go to Orientation to get your student card then please contact iHelp desk on Level 2.



Policies

All SIBT policies can be found at sibt.nsw.edu.au/policies

Examples of policies include:

- Student Code of Conduct
- Attendance Policy
- Program Progress Policy
- Special Consideration Policy
- Student Complaints and Appeals Policy
- Student Deferral, Leave of Absence and Cancelling Enrolment Policy
- Academic Integrity Policy

If you need assistance relating to policies and procedures, please contact Student Support Services at SIBT via Reception or studentservices@sibt.nsw.edu.au

Technology on Campus

Classrooms at the Sydney City Campus are equipped with the latest tech gadgets including interactive whiteboards and recording facilities. You have the option to 'Bring Your Own Device' to class or borrow one of the brand new laptops or iPads for in-class participation or tutorial work.

iHELP

You can also take advantage of on-campus IT support at Level 2, beside room 2.21. The team offers a unique walk-up, face-to-face service that aims to personalise the students and teachers support experience.

Email: ihelp@sibt.nsw.edu.au

Phone: (02) 9964 6518

Visit: iHelp Desk, Level 2, beside room 2.21

WIFI

[WIFI Network Name:

Navitas Student]

Username: studentnumber

WIFI Password: YYYYMMDD
(Your Date of Birth)



Academic Support

SIBT has dedicated Learning Advisors ready to assist you with academic literacy support, essay writing, research, reporting, presentation skills and more. SIBT also runs free academic support workshops throughout the year. Book an appointment via: bit.ly/scc_assist

Maths Support

Mathematics underpins many disciplines including Accounting, Engineering and Computing and IT. SIBT provides direct support to build your confidence in mathematics and statistics. Book an appointment via: bit.ly/scc_assist

Legal Services

Redfern Legal Centre's International Student Legal Services

Redfern Legal Centre offers international students in NSW free, confidential, legal information, advice and advocacy on housing problems, fines, debts, car accidents, employment, discrimination, family law, domestic violence, and complaints about colleges and universities.

They can also advise about how these problems affect student visas. Advice is by appointment on a Wednesday evening either in person, by phone or using video-link up. Ph: (02) 9398 7645. To call using a free telephone interpreter, call the Translating and Interpreting Service on 131 450.



LawAccess NSW

LawAccess NSW is a free government telephone service that provides legal information, referrals and in some cases, advice for people who have a legal problem in NSW. If you need help with a legal problem, LawAccess NSW can:

- give you legal information over the telephone
- send you information, fact sheets, forms or publications
- refer you to specialist legal
- services or arrange face to face legal advice, and in some cases, arrange a lawyer to give legal advice over the telephone

LawAccess NSW can assist you with a range of legal problems or questions that include going to court, debt, domestic or family violence, neighbourhood disputes, a problem at work, consumer issues, fines, traffic offences or motor vehicle accidents, and more.

Website: legalaid.nsw.gov.au/contact-us

Phone: 1300 888 529

Teletypewriters: 1300 889 529

Translating & Interpreting Service: 131 450 and ask for LawAccess NSW



International Student Support

Adjusting to studying and living in Australia

Student Support Services staff are available to assist international students in adjusting to study and life in Australia. You can book an appointment with a Student Learning Advisor or the Student Counselor between 8:30am and 4:30pm any day to assist you with any enquiries that you may have relating to your study, welfare, or any personal matters that may be affecting your study. Book an appointment via bit.ly/scc_assist

English Language and Study Assistance Programs

At SIBT, we offer one-on-one learning and study assistance. You can make an appointment with a Student Learning Advisor (language enhancement) and bring an example of your written work along with you for assistance.

English Conversation Groups

English Conversation Groups (ECG) are run by trained student volunteers in a fun and friendly environment at SIBT. The program consists of five, weekly, one-hour sessions run during session. To find out about signing up, email activities@sibt.nsw.edu.au

Are you under the age of 18?

SIBT has dedicated support to assist you during your studies. There is also a 24/7 Emergency Number for international students under 18 years of age - **0490287531**.





Working in Australia

International students have the same workplace rights as all other workers in Australia. Fair Work Australia provides free advice and assistance to all workers to help them understand their rights.

You can call the Infoline on 13 13 94 for the Translating and Interpreting Service. You can also submit your question or issue anonymously through their website in English or in one of 16 other languages.

For more information about your working rights as an international student in **fairwork.gov.au**

Accommodation

When you are studying, it is important to have a good home base where you feel safe and relaxed. For a useful resource on accommodation options, see: **sibt.nsw.edu.au/future-students/international/accommodation**

If you are renting and need advice with your tenancy rights, you can call the Advice & Advocacy Service for free, professional legal advice. Visit **tenants.org.au**

Sydney City Campus Student Support Services can also connect you with the right service. Email **studentservices@sibt.nsw.edu.au** or book an appointment at Reception.

Emergency and Health Services

As a student visa holder, you will need to have a valid Overseas Student Health Cover (OSHC) for the entire duration of your student visa. OSHC is insurance that provides cover on the costs for medical and hospital care which students may need while in Australia. To enquire about OSHC, call Allianz on 136 742 or your health cover provider. In an emergency, call "000" (Ambulance, Fire, Police).

Allianz (OSHC) Contact Details

General Inquiries: 136 742

24 hour helpline (medical assistance, legal and interpreting services):
1800 814 781

Email: oshc@allianz-assistance.com.au

On campus: Level 2. Mon-Fri
10am-4pm Meeting Room 2.05
next to iHelp.

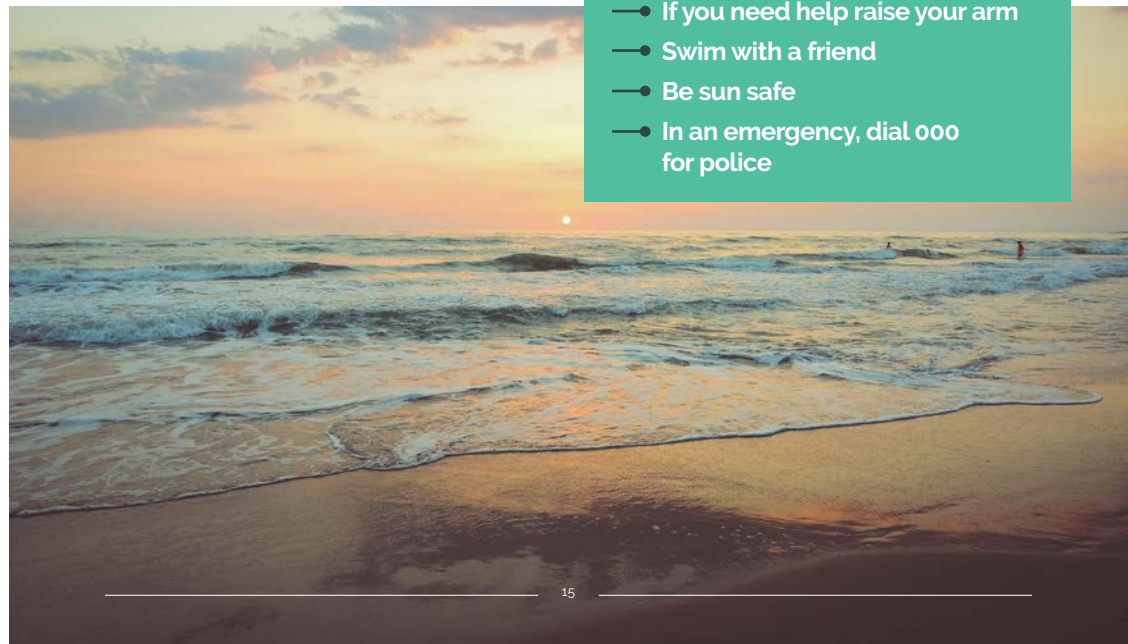
Beach Safety

Going to the beach is a popular pastime in Australia, but it can be a dangerous place. On average, one person has drowned every week at an Australian beach for the last 5 years and on average, 10 people are rescued every day. International tourists and those who are unfamiliar with the beach are at a greater risk of drowning.

Always swim between the red and yellow and flags. When at the beach, you should never swim at unpatrolled beaches and never swim alone. If you do get into trouble, don't panic. Float and wave, and wait to be rescued.

Sydney City Campus offers free beach safety skills resources and workshops by Surf Lifesaving NSW. Email **activities@sibt.edu.au** to find out more info.

- Swim between the flags
- Read the safety signs
- Never swim under the influence
- If you need help raise your arm
- Swim with a friend
- Be sun safe
- In an emergency, dial 000 for police





Useful Apps



TripView

Sydney public transport timetable data



Beachsafe

Location, weather, surf conditions & hazards for all Australian beaches



Headspace

Guided medications and mindfulness techniques



Duolingo

Language learning



My OSHC Assistant

Allianz Global Assistance



My Legal Mate

Like a lawyer in your pocket!



Emergency+

Automatically provide Emergency Services with your exact location



TripGo

City transit and public transport



Hazards near me

Information about bush and grass fires across NSW



Dictionary.com

Essential Dictionary and Thesaurus



Outlook

Access your Student Emails on your phone



Google Maps

Find your way around

A QUICK GUIDE FOR

International Students

SAFETY & SECURITY ON CAMPUS

- Campus Security is available 24 x 7 and is located on the Ground floor or via direct line (02) 9964 6113
- Qualified first-aid staff and trained fire wardens are on site
- For emergencies, always call 000

SAFER CAMPUS COMMUNITY

Safer Campus Community is an initiative aiming to build a safer campus culture in response to the national report on Sexual Assault and Sexual Harassment on university campuses in Australia.

VISA CONDITIONS

You must:

- Have overseas health cover
- Complete your program within the registered duration
- Only extend or defer if there are compassionate and compelling circumstances
- Progress in your course to maintain your visa - it is your responsibility!
- If you fail to meet your student visa conditions, you may be reported to the Department of Home Affairs

Check your VISA details via **online.immi.gov.au**

WORKING IN AUSTRALIA

— OBLIGATIONS

Visit the Home Affairs website for the most up to date information regarding your work rights while on a student visa. **immi.homeaffairs.gov.au/home**

— RIGHTS

All people working in Australia have basic rights and protections in the workplace, including minimum pay and safe work conditions **fairwork.gov.au**



DISABILITY SUPPORT

SIBT is committed to providing equal opportunities for students with disabilities, and promotes a flexible teaching and learning environment to meet the needs of a diverse range of students. If you have a disability or ongoing health condition we can provide you with reasonable adjustments to ensure your learning needs are met. Contact Student Support for more information.



SUPPORT AT SIBT:

For information on our free, professional, confidential Student Support Services Book an appointment via bit.ly/scc_assist

For Counselling, Welfare and Disability Support or Academic, Maths and General Learning Support, contact us at: studentservices@sibt.nsw.edu.au



Key contacts

SIBT (Student Services)

(02) 9964 6555

City of Sydney

cityofsydney.nsw.gov.au

Overseas Student Ombudsman

ombudsman.gov.au/complaints/international-student-complaints
| 1300 362 072

Consumer and Business Services

(and tenancy advice)
fairtrading.nsw.gov.au | 13 32 20

Department of Home Affairs

homeaffairs.gov.au | 131 881

Gambling Help

gamblinghelp.nsw.gov.au | 1800 858 858

Redfern Legal Centre

rlc.org.au | (02) 9698 7277

Service NSW

service.nsw.gov.au | 13 77 88

Tenants' Advice and Advocacy Services of NSW

tenants.org.au

Transport Infoline

(Public Transport Services)
transportnsw.info | 131 500

Emergency Services

(Police, Ambulance, Fire brigade)
000



Like SIBT on Facebook to stay updated on the latest campus events.

Important dates 2025

| TERM 1 | | TERM 2 | | TERM 3 | |
|-----------------------------|--------------|-----------------------------|---------------------------|-----------------------------|-----------------------|
| Classes Commence (Fees Due) | 03 March | Classes Commence (Fees Due) | 30 June | Classes Commence (Fees Due) | 27 October |
| Enrolment Closes | 16 March | Enrolment Closes | 13 July | Enrolment Closes | 09 November |
| Financial Census Date | 28 March | Financial Census Date | 25 July | Financial Census Date | 21 November |
| Academic Census Date | 25 April | Academic Census Date | 22 August | Academic Census Date | 19 December |
| Classes Finish | 30 May | Classes Finish | 26 September | Classes Finish | 30 January 2026 |
| Exams | 02 - 08 June | Exams | 29 September - 05 October | Exams | 02 - 08 February 2026 |
| Term break | 09 - 27 June | Term break | 06 - 24 October | Term break | 09 - 27 February 2026 |
| Term 1 results released | 18 June | Term 2 results released | 15 October | Term 3 results released | 18 February 2026 |

Download full calendars at sibt.nsw.edu.au

PUBLIC HOLIDAYS

| | | | |
|-----------------|---------------------|----------------|-----------------|
| Easter | 18 April - 21 April | Christmas Day | 25 December |
| Anzac Day | 25 April | Boxing Day | 26 December |
| King's Birthday | 09 June | New Year's Day | 01 January 2026 |
| Labour Day | 06 October | Australia Day | 26 January 2026 |



SIBTSsydney



SIBT - Sydney City Campus



Sydney Institute of Business and Technology

This guide has been created by the Student Experience Officer at SIBT. The information provided in this booklet is accurate at the time of publication but may change overtime. For any enquiries, please email activities@sibt.nsw.edu.au.