

# INTERNATIONAL STUDENT PROSPECTUS

## Higher Education



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Welcome to

# Cambridge International College

Cambridge International College (CIC) is an established multi-sector provider of quality education delivering higher education courses to a broad community of students in a supportive and caring environment.

CIC is located in Melbourne, central to all the amenities that appeal to international students. Located in the central business district, frequent public transport is accessible within metres of the main entrance.

Tutors and lecturers are well-qualified and experienced in teaching and managing the needs of international students and are selected for their extensive and relevant knowledge, and industry experience.

Students at CIC come from a range of different ethnic and cultural backgrounds, providing a multicultural learning environment for all. Students from more than 40 different countries are enrolled in our higher education courses. All are given the opportunity to socialise both inside and outside the classroom to ensure they develop cross-cultural friendships that will last a lifetime.

[www.cambridgecollege.com.au](http://www.cambridgecollege.com.au)



# Why study at CIC?

1

## ACADEMIC STAFF

We understand that great teachers equal a great education. This is why CIC employ committed, caring, qualified and experienced lecturers, instructors and educators.

2

## CAREER ASSISTANCE

Come to study at CIC and experience a hands-on career assistance service, available to all students. In addition to the industry-relevant academic curriculum, the Career Assist Program equips students with valuable practical skills and knowledge to gain employment.

3

## STUDENT REPRESENTATIVE BODY (SRB)

CIC engages Student Representatives and Ambassadors to welcome, support and engage with the CIC student body. CIC's Student Representatives and Ambassadors, along with Student Services, run events such as cricket games and on-campus activities. CIC also encourages the SRB to take an active role in providing feedback on academic matters through membership and participation in various committees.

4

## STUDY SUPPORT

CIC supports students in achieving successful course outcomes as well as preparing them for further study. We encourage our students to attend our academic skills workshops to help improve their time management skills and academic and report writing abilities. Students are also encouraged to consult their Learning Advisor on an individual basis to discuss their academic circumstances.

5

## STUDENT WELFARE

The Student Welfare Team is comprised of professional and friendly staff qualified to assist students in a broad range of areas, including counselling. The service is free and confidential. Students can set appointments at level 5 reception.

6

## FACILITIES

Free internet access, student email, IT support and Moodle access are available for all students enrolled at CIC. A student lounge, computer labs, prayer room, study room, Library and a student dining area provides the students with a place to study or rest.

For further information, please visit our website  
[www.cambridgecollege.com.au](http://www.cambridgecollege.com.au)

# Campus Location



Voted as the world's most liveable city for the 6th year in a row, Melbourne is a city of both modern and stately 19th and 20th-century buildings. It's a multicultural city of over 4 million people and is considered the culture and sports capital of Australia.

Melbourne's many attractions include its beautiful parks, its bustling sports and cultural events and diverse international cuisine that both locals and visitors alike are always eager to explore. Melbourne is also in the top 5 preferred destination cities worldwide for international students.

● **Address**  
422 Little Collins Street, Melbourne,  
Victoria, Australia 3000

## Hello from Melbourne

On behalf of Cambridge International College staff, I would like to thank you for considering CIC Melbourne to help you reach your study goals.

We have a dedicated team who work hard to deliver you a positive and rewarding education experience. At CIC we place students at the heart of everything we do. You will notice from your first day on campus, right through to your graduation, that we will arm you with all the knowledge and tools you need to become a confident job-ready graduate, no matter what course you choose.



We hope you choose Melbourne and Cambridge International College as your education provider.

**Francesca Macpherson**  
Campus Manager

# CIC Academic Board (External Members)



**Emeritus Professor Alan Lindsay**

Alan Lindsay was appointed as an Emeritus Professor of Monash University following his retirement as Deputy Vice-Chancellor and Vice-President in 2006. Since then, he has provided consulting services to universities and private higher education institutions on institutional strategy and management; quality assurance and improvement; audit processes; leadership development; and international education. He also has been involved extensively in higher education quality audit and accreditation processes for government agencies in Australia and overseas. He is a member of the Experts Register, Tertiary Education Quality and Standards Agency, and is an honorary auditor for the academic accreditation agencies in Saudi Arabia and Hong Kong. He has been an AUQA auditor and a Senior Chair for the Victorian Registration and Qualifications Authority.

Alan Lindsay's contributions to higher education were recognised in the 2014 Queen's Birthday honours list with the award of Member (AM) in the Order of Australia.



**Emerita Professor Anne Chapman**

Ann Chapman was a full-time academic at the University of Western Australia from 1996 to 2013. From 2009 to 2012, she was a Professor of Education (Level E) at the UWA's Graduate School of Education, where she held key leadership roles in the management and delivery of transnational programmes. As Chair of the International Committee and Director of Transnational Programmes, she managed all matters pertaining to international projects and relations for the Faculty. She was responsible for the academic coordination of programmes delivered offshore, for mentoring staff new to offshore teaching, and for ensuring that mechanisms were in place to ensure quality. She was instrumental in developing new programme proposals for the Graduate Diploma in Education and the Master of Education, which commenced at Ngee Ann Polytechnic in Singapore in 2011.



**Dr Paul Collier**

Paul Collier graduated as a Certified Practising Accountant (CPA) with a Bachelor of Business from University of Technology, Sydney, and with a Master of Commerce in Organisational Behaviour from

the University of New South Wales. He completed his PhD. at the University of Warwick in the UK. He also holds a Graduate Diploma of Education.

Paul was Chief Financial Officer, Company Secretary and, subsequently, General Manager (Operations) of Computer Resources Company, a Stock Exchange listed manufacturing company in Sydney, before undertaking a career change. He moved to the UK where he became Head of Training and Development for West Mercia Police.



**Don Gregg**

Don Gregg is a business strategy expert with over 25 years of experience crafting and implementing impactful business strategies in a range of industries. He has run large corporate divisions as well as smaller

privately-owned businesses. His working life spans Australia and his native Canada. He holds a BSc (Systems Design Engineering) from the University of Waterloo and a Master of Business Administration from the University of Western Ontario. He has been a director on ten boards and is a member of the Australian Institute of Company Directors. He now provides advice to a portfolio of businesses via Advice 4 Growth Pty Ltd.

# Higher Education at CIC



CIC prepares students for successful careers; our experienced and supportive lecturers provide an industry-relevant academic curriculum which equips students with relevant practical skills and knowledge towards gaining employment.

## Benefits of our higher education programs include:

- CAANZ and CPA accredited courses
- highly qualified and experienced lecturers
- multiple intake dates (five intakes per year)
- opportunity to fast track your studies via our summer term
- study two units over an 8-week term

## CIC's higher education programs aim to:

- provide an integrated and theoretical hands-on learning approach
- develop your knowledge through a dynamic learning environment
- Provide support in cultivating personal and professional development

As well as providing students with targeted learning opportunities, encouragement and quality teaching, CIC higher education programs are backed by a range of academic and personal support services.

“

The courses offered are competitively priced and structured to have graduates work ready. I'm also impressed with the level of student support CIC has established. Being an international student can be challenging and it's reassuring to know that you can count on CIC for support when things start to get overwhelming.



Maria Criselda de Jesus  
Bachelor of Business

# Student Support Services

# Programs



Living and studying in a different country can be difficult; however, CIC is dedicated to helping students settle into their study and life in Australia smoothly by offering a range of services and activities.

## Student welfare

Our Welfare department can assist you with

- finding suitable rental accommodation
- general advice on students' work rights
- local facilities in and around Melbourne CBD
- hospitals and medical clinics
- where to go for legal advice
- where to find consulates and embassies in Melbourne
- cultural groups and religious congregations
- private counselling.

## Academic skills workshop

Our academic and mentoring support service is facilitated by our Learning Advisors, who help students improve their communication and presentations skills, prepare for assignments and exams, and develop their independent study capabilities. Students come away from these sessions with improved self-confidence and ability to be successful in their study.

## Career Assist Program

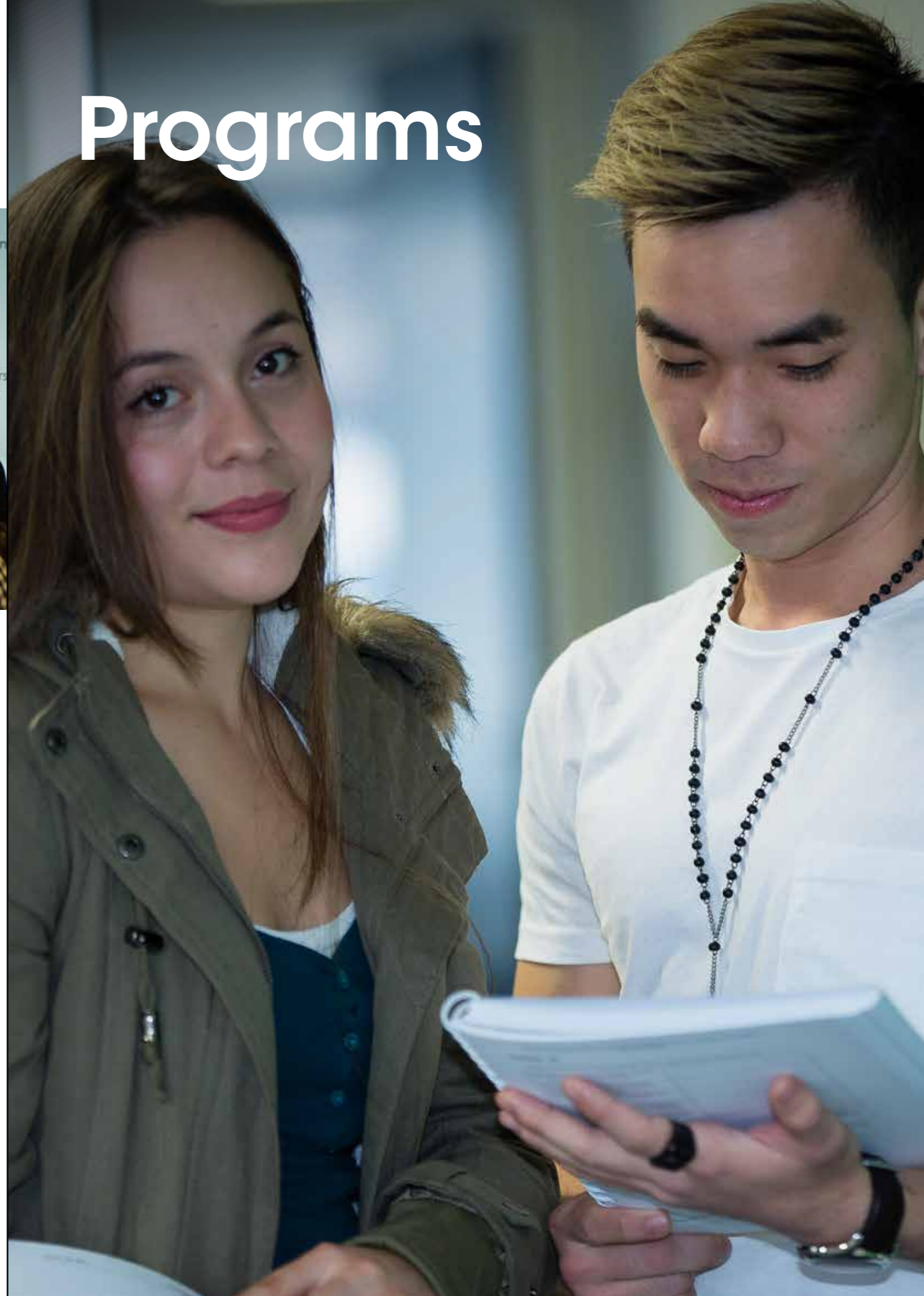
The Career Assist Program supports our students in preparing for the Australian job market. Through the assistance of our Careers Counsellor, students are coached through the job search process and are able to improve their skills in resume and cover letter writing, networking and interviewing.

## English language support

English teachers are available every afternoon between 1:00 pm to 2:00 pm, Mondays to Fridays for one on one consultations or group discussions. From time to time, workshops are made available to students to help enhance their academic presentation skills, essay writing skills or just general grammar support.

## General enquiries and assistance

The CIC team at Level 5 can provide general advice to students, relating to any concerns or enquiries they have.



## Higher Education Programs

### BACHELOR OF BUSINESS (ACCOUNTING)

CRICOS Code: 072490C

The Bachelor of Business (Accounting) aims to produce graduates who will communicate effectively and act perceptively within a business environment, produce innovative solutions to problems and apply investigative skills to the range of complex challenges one faces in a business context. Furthermore, graduates will develop a thorough understanding of the core principles of business and accounting, giving them the skills required to perform in a variety of accounting based roles in the corporate sector.

The program offers pathways into CPA and CAANZ membership and incorporates the Core Body of Knowledge in Business that is recommended by the CPA.

#### Career opportunities

Upon successful completion of the Bachelor of Business (Accounting), students will have gained the skills and knowledge to work in the financial sector and a business oriented role within internationally or domestically focused organisations.

#### Course delivery

Duration: 3 years (12 x 6 week terms)  
Study Mode: Full-time, Face to face

#### Entry requirements

Please refer to our admissions requirements and English language requirements for more information prior to completing your application.

**English** - IELTS 6.0 (Academic) overall or equivalent

**Academic Offshore** - Completion of Year 12 equivalent with a minimum ATAR of 50

**Academic Onshore** - Most recent academic transcript

**Academic**

<http://cambridgecollege.com.au/admission-requirements/>

**English**

<http://cambridgecollege.com.au/english-language-requirements/>

\*note for onshore applications post secondary studies will take precedence

#### Intake dates

16 January, 27 March, 5 June, 21 August, 30 October

#### Opportunities for further study

Students who successfully complete the Bachelor of Business (Accounting) can apply to study a number of post-graduate qualifications in Australia and abroad.

For more information on this course, please visit

[www.cambridgecollege.com.au](http://www.cambridgecollege.com.au)

#### ACCOUNTING CORE UNITS

BBAC101	Accounting Principles
BBAC201	Business Statistics
BBAC202	Economic Principles
BBAL201	Business Law
BBAC301	Financial Accounting Practice
BBAC302	Information Technology for Accountants
BBMM305	Business, Society & Ethics
BBAC401	Corporate Accounting
BBAL401	Company Law
BBAC501	Management Accounting
BBAC502	Financial Accounting Theory
BBAL501	Taxation Law
BBAC601	Auditing & Assurance
BBAC602	Business & Corporate Finance

14 core Units, 10 elective Units

#### Pre-requisites

- BBAC101 is a pre-requisite for all Accounting (AC) Units with 300-600 codes
- BBAC301 is a pre-requisite for all Accounting (AC) Units with 400-600 codes
- BBMM305 (Ethics) can only be completed following the successful completion of at least 4 100 or 200 coded Units
- BBMM305 is a pre-requisite for BBAC601 (Auditing & Assurance) & BBMM602 (Corporate Sustainability Management)

### BACHELOR OF BUSINESS (MANAGEMENT)

CRICOS Code: 072493M

The Bachelor of Business (Management) equips graduates with the skills and knowledge required to become leaders in business. Learning to deal with complex issues, students develop the aptitude to successfully lead teams while developing a sound understanding of finance and marketing principles, business law, and human resources.

#### Career opportunities

Upon successful completion of the Bachelor of Business (Management), students will have gained the skills and knowledge to work in management roles within organisations.

#### Course delivery

Duration: 3 years (12 x 6 week terms)  
Study Mode: Full-time, Face to face

#### Entry requirements

Please refer to our admissions requirements and English language requirements for more information prior to completing your application.

**English** - IELTS 6.0 (Academic) overall or equivalent

**Academic Offshore** - Completion of Year 12 equivalent with a minimum ATAR of 50

**Academic Onshore** - Most recent academic transcript

**Academic**

<http://cambridgecollege.com.au/admission-requirements/>

**English**

<http://cambridgecollege.com.au/english-language-requirements/>

\*note for onshore applications post secondary studies will take precedence

#### Intake dates

16 January, 27 March, 5 June, 21 August, 30 October

#### Opportunities for further study

Students who successfully complete the Bachelor of Business (Management) can apply to study a number of post-graduate qualifications in Australia and abroad.

For more information on this course, please visit

[www.cambridgecollege.com.au](http://www.cambridgecollege.com.au)

#### MANAGEMENT CORE

BBMM101	Introduction to Management
BBMK201	Marketing Principles
BBAC201	Business Statistics
BBAC202	Economic Principles
BBAL201	Business Law
BBAC100	Finance Fundamentals*
BBAC101	Accounting Principles*
BBMM301	Management and Organisational Behaviour
BBMM302	Human Resource Management
BBMM303	Organisational Structure and Design
BBMM305	Business, Society & Ethics
BBMM507	International Business Management - NEW
BBMM506	Strategic Management - NEW
BBMM503	Leadership Development
BBMM602	Corporate Sustainability Management
BBMM605	Entrepreneurship - NEW
BBMM603	Organisational Change and Development

16 core Units, 8 elective Units

#### Pre-requisites

- BBMM101 is a pre-requisite for all 300-600 coded Management (MM) Units.
- Successful completion of BBAC100 without BBAC101 will not be sufficient for students to choose any accounting Units with 300-600 codes.
- Students who wish to consider accounting Units with 300-600 Unit codes must choose BBAC101 instead of BBAC100
- BBMM305 (Ethics) can only be completed following the successful completion of at least 4 100 or 200 coded Units
- BBMM305 (Ethics) is a pre-requisite for BBMM602 (Corporate Sustainability Management)

\*students must choose one of these units

## Higher Education Programs

### BACHELOR OF BUSINESS (MARKETING)

CRICOS Code: 072491B

The Bachelor of Business (Marketing) aims to produce graduates who have a thorough knowledge of business and marketing principles and practices. Students will gain the skills and knowledge to identify marketing opportunities, generate new ideas, undertake market research and analysis, and confidently apply their knowledge and skills in marketing positions within domestic Australian or internationally focused organisations.

#### Career opportunities

Upon successful completion of the Bachelor of Business (Marketing), students will have gained the skills and knowledge to work in a marketing and business-oriented role within internationally or domestically focused organisations.

#### Course delivery

Duration: 3 years (12 x 6 week terms)  
Study Mode: Full-time, Face to face

#### Entry requirements

Please refer to our admissions requirements and English language requirements for more information prior to completing your application.

**English** - IELTS 6.0 (Academic) overall or equivalent

**Academic Offshore** - Completion of Year 12 equivalent with a minimum ATAR of 50

**Academic Onshore** - Most recent academic transcript

**Academic**

<http://cambridgecollege.com.au/admission-requirements/english>

<http://cambridgecollege.com.au/english-language-requirements/>

\*note for onshore applications post secondary studies will take precedence

#### Intake dates

16 January, 27 March, 5 June, 21 August, 30 October

#### Opportunities for further study

Students who successfully complete the Bachelor of Business (Marketing) can apply to study a number of post-graduate qualifications in Australia and abroad.

For more information on this course, please visit

[www.cambridgecollege.com.au](http://www.cambridgecollege.com.au)

#### MARKETING CORE

BBMM101	Introduction to Management
BBMK201	Marketing Principles
BBAC201	Business Statistics
BBAC202	Economic Principles
BBAL201	Business Law
BBAC100	Finance Fundamentals*
BBAC101	Accounting Principles*
BBMK302	Market Research
BBMK402	Consumer Behaviour
BBMK303	Digital Marketing and Social Media- NEW
BBMM305	Business, Society & Ethics
BBMK401	Integrated Marketing Communication
BBMK501	Market Strategy & Planning
BBMK605	Advertising - NEW
BBMK504	Brand Management - NEW
BBMK502	International Marketing
BBMK601	Services Marketing (blended)

16 core Units, 8 elective units

#### Pre-requisites

- BBMK201 is a pre-requisite for all 300-600 Marketing (MK) Units
- BBMM305 (Ethics) can only be completed following the successful completion of at least 4 100 or 200 coded Units

\*students must choose one of these units

# Living in Australia



Moving to Australia may seem like a daunting experience, but CIC helps make the process as easy as possible. Students are encouraged to come prepared with information needed to adapt to life in Australia with as little stress as possible. Some things to be aware of:

- accommodation options, both temporary and long-term
- transportation
- banking and budgeting
- paying taxes
- bringing school-aged dependents with you.

As a key destination for students from all over the world, Australia has a number of established support networks for international students. These networks are available for various needs including accommodation and job-seeking.

Good sources of information for these topics are as follows:

[www.studyinaustralia.gov.au/global/live-in-australia](http://www.studyinaustralia.gov.au/global/live-in-australia)  
[www.studymelbourne.vic.gov.au](http://www.studymelbourne.vic.gov.au)

#### Accommodation

There are a range of living options available in Melbourne. It is helpful to decide on the type of accommodation you prefer before you move. Alternatively, students can arrange for short term accommodation before arriving and decide on a longer term alternative after.

[www.studymelbourne.vic.gov.au/where-to-live](http://www.studymelbourne.vic.gov.au/where-to-live)

#### Cost of living

It is important to be aware of the cost of living (accommodation, food, travel etc.) before moving to Australia. Several websites offer cost estimates for student's living expenses in Australia and while the actual cost will vary depending on your preferences, CIC recommends researching the cost of living before you move.

The following links have detailed information about the cost of living:

[www.studymelbourne.vic.gov.au/life/cost-of-living](http://www.studymelbourne.vic.gov.au/life/cost-of-living)  
[www.studyinaustralia.gov.au/global/live-in-australia/living-costs](http://www.studyinaustralia.gov.au/global/live-in-australia/living-costs)



## On-campus activities

Our fun on-campus activities provide students an opportunity to meet their fellow students and make friends from all around the world.

### Welcome Stand

At the start of each term, Student Services, Student Reps and Ambassadors host the Welcome Stand. This is an opportunity for new and continuing students to meet, say hello to staff and grab a snack before class.

### Workshops

CIC hosts a range of workshops each term. The workshops are free and cover a range of topics including job assistance, work rights, study support and special guest industry experts from CPA.

### Seasonal Social Spot

Each season the SRB and Student Services host an all-day social event to match the weather. For instance, our all-day Winter Warmer event is a big hit serving up hot soup, tips on staying flu-free and, of course, meeting and greeting fellow students and staff.



# How to apply

## Apply using one of the following options:

Complete the application form on the next page and return it by post or email.

### Email:

[admissions@cambridgecollege.com.au](mailto:admissions@cambridgecollege.com.au)

### Post:

**Melbourne**  
422 Little Collins Street,  
Melbourne, Victoria, Australia 3000

For further information please visit our website  
[www.cambridgecollege.com](http://www.cambridgecollege.com)

## Before you submit your application

Ensure that the application form has been filled in, signed and course entry requirements have been provided. These may include the following documents:

- English proficiency documentation
- Academic transcripts
- Copy of your passport

If you have any relevant prior learning that you believe demonstrates that you already have the knowledge and competencies in the module/s, you can apply for Advance Standing when submitting your application to CIC.

Please note that if your Credit Transfer has been approved by CIC, your duration of study on your Confirmation of Enrolment will be changed accordingly.

At the time of enrolment, you must be over 18 years old.

# What happens next?

**1** You will be issued your Letter of Offer via email, outlining total course costs, course duration and and payment information. This will be sent via email and will include a copy of the written agreement.

**2** Return the Copy of Payment and signed Written Agreement, contained in your Letter of Offer.

**3** You will be emailed your Confirmation of Enrolment within 48 hours of receipt of payment. For any questions relating to your enrolment, or to amend any details, please contact our Admissions Department.

✉ [admissions@cambridgecollege.com.au](mailto:admissions@cambridgecollege.com.au)

# Important Information



## ESOS Framework

[www.internationaleducation.gov.au](http://www.internationaleducation.gov.au)

The Education Services for Overseas Students Act (ESOS) governs and regulates the delivery of education in Australia for overseas students studying on a student visa.

The National Code sets forth nationally consistent standards that education providers must comply with regards to course delivery and the related laws protecting international students.

## Tuition Protection Service (TPS)

[www.tps.gov.au](http://www.tps.gov.au)

The TPS is a government initiative protecting international students in the event that an education provider is unable to fulfil their obligation to deliver the agreed course of study. The TPS ensures that international students are able to complete their studies in another course or another education provider or that they get a refund of their unspent tuition fees.

## Refunds and deferments

For information about refunds or our process for applying for deferment, suspension or cancellation of enrolment please see our website [www.cambridgecollege.com.au](http://www.cambridgecollege.com.au)

## Tuition fees

Tuition fee information is available on the CIC website. All tuition fees are current and subject to change every calendar year.

## OSHC

Overseas Student Health Cover (OSHC) is mandatory for international students in Australia. More information on what cover you need is available at [www.health.gov.au](http://www.health.gov.au) and search for "overseas student cover".

## Other relevant policies and procedures

[www.cambridgecollege.com.au](http://www.cambridgecollege.com.au)

Please our visit website for information on the following:

- Transfer between provider Policy and Procedure
- Advanced Standing Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Deferring, Suspending or Cancelling Student Enrolment Policy and Procedure
- Attendance and Academic Progress Policy and Procedure
- Student Support Policy and Procedure

# Contact us

## Melbourne

422 Little Collins Street, Melbourne, Victoria, Australia 3000

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🌐 [www.cambridgecollege.com.au](http://www.cambridgecollege.com.au)

f CambridgeCollegeAUS

📷 TheCICAustralia

