



**International
House**

Sydney City | Bondi
Darwin | Melbourne



STUDENT HANDBOOK

IH Bondi

CONTACTS YOU MIGHT NEED

IN AN EMERGENCY CALL: 000

YOUR WORKING RIGHTS IN AUSTRALIA

Fair Work Ombudsman

Web: www.fairwork.gov.au

Phone: 13 13 94

IMMIGRATION DEPARTMENT

Web: www.homeaffairs.gov.au/trav/visa-1

Phone: 131 881

TRAINS, BUSES AND FERRIES

Web: <https://transportnsw.info>

App: TripView Lite

FREE LEGAL ADVICE

Redfern Legal Centre

Address: 73 Pitt Street, Redfern NSW 2016

Phone: 102 9698 7277

MENTAL HEALTH HELP

Beyond Blue

Chat online: www.beyondblue.org.au

Phone: 1300 22 4636

TO SEE A DOCTOR

Please check with your OSHC provider for a list of recommended doctors and other medical services

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ABOUT IH BONDI

WELCOME TO INTERNATIONAL HOUSE BONDI!

Congratulations on your acceptance to International House Bondi.

We hope your time here is enjoyable and a great learning experience. We welcome you, and look forward to helping you to achieve your goals in improving your English.

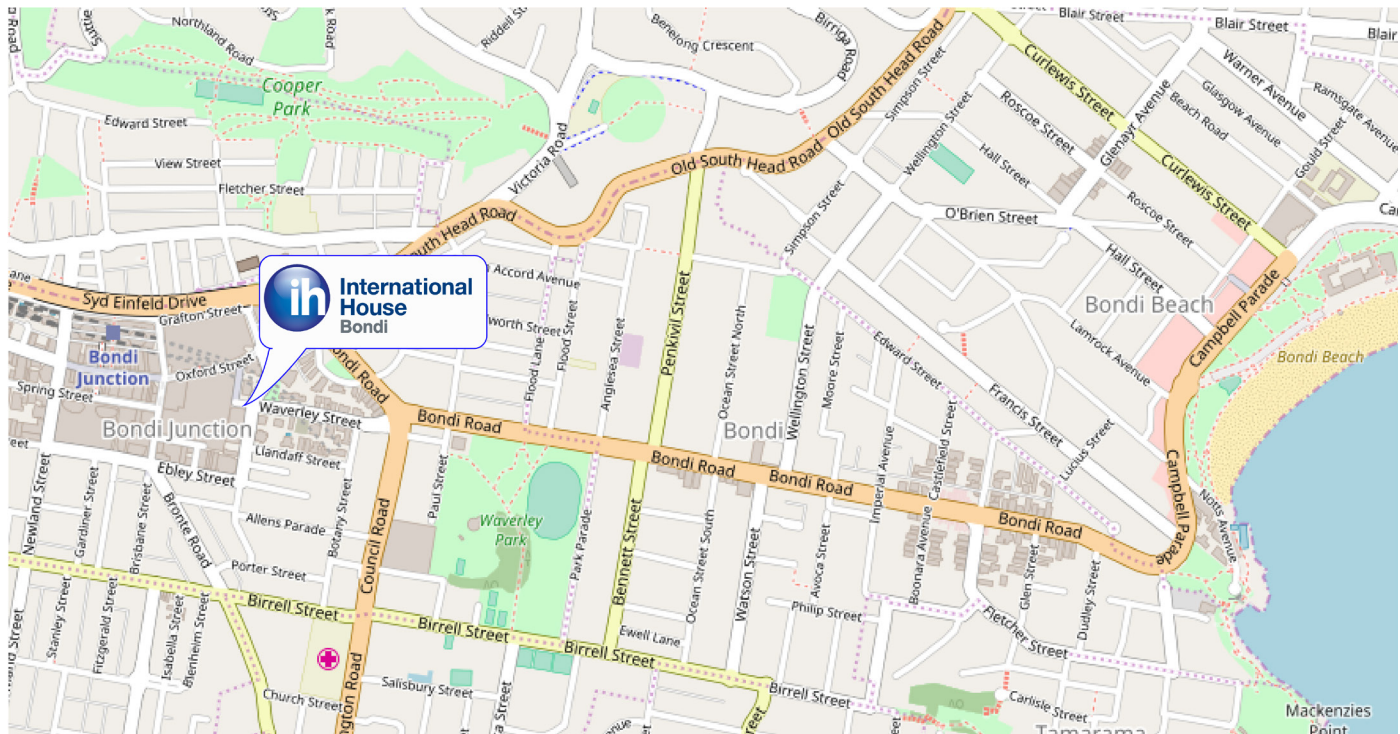
This handbook has been created in accordance with the ESOS Legislative Framework, to make your time at International House Bondi a more enjoyable and memorable learning experience.

CENTRE DETAILS

Address: Floor 1 237 Oxford St,
Bondi Junction
Phone: (02) 9279 0733
Email: info@ihsydney.com.au
Website: www.ihsydney.com.au

KEY STAFF:

Managing Director:	Tim Eckenfels
Business Manager:	Fernando Passarelli
Director of Studies:	Edward Woodhams
Director Admissions & Student Services:	Kay Wong



LOCATION:

International House Bondi is located in Bondi Junction, less than 5 minutes away from the train station by foot.

Surrounded by shops, the school is just a 10 minute bus ride away from the iconic Bondi Beach. Our location, building and excellent facilities make the college an ideal place to study.

COLLEGE HOURS:

School:

Monday to Friday
8:00am to 9:15pm

Reception:

Monday to Thursday
8:00am to 7:30pm
Friday
8:00am to 6:00pm

TIMETABLE OF LESSONS

We offer different timetables during the day, you will be assigned to one of the current timetables depending on your course, English level and choice of Morning or Evening lessons.

SAMPLE TIMETABLE

Morning:

8:00am to 10:00am
Break
10:15am to 12:15pm

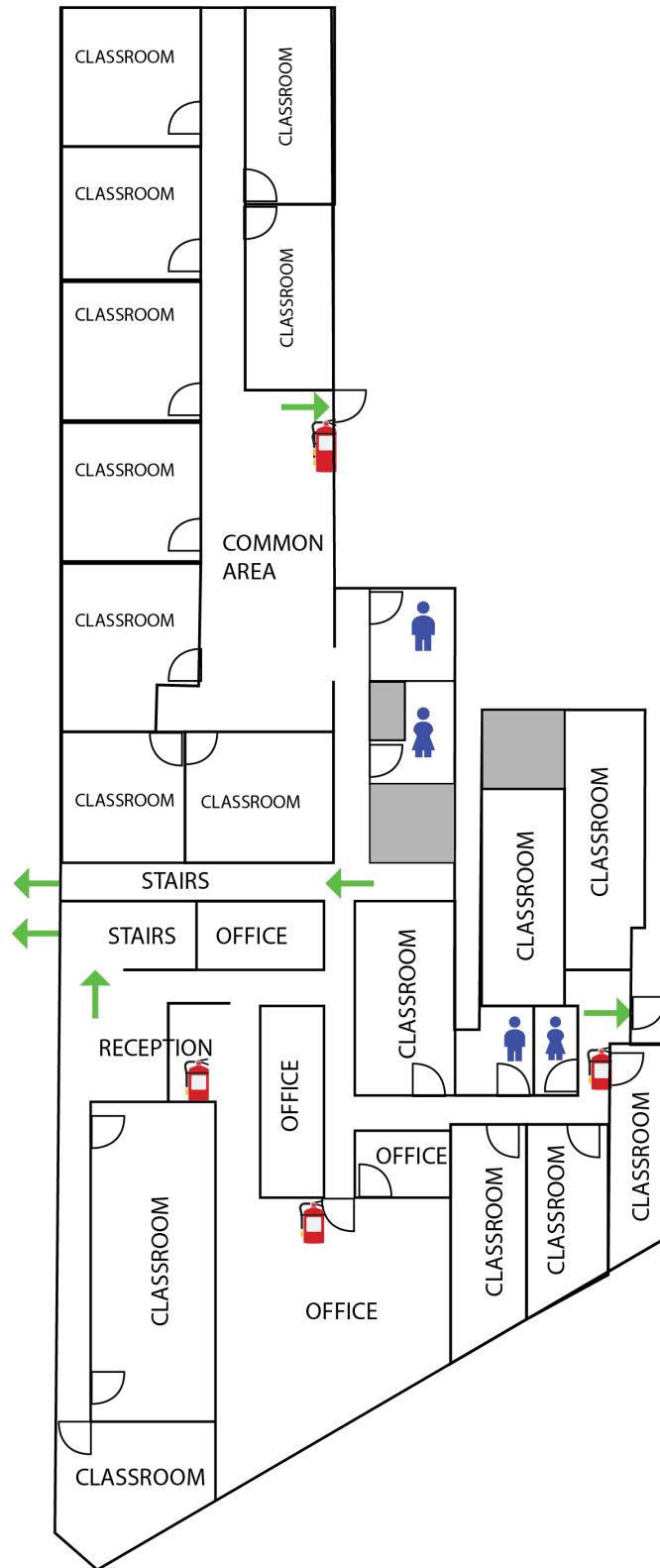
Evening:

5:00pm to 7:00pm
Break
7:15pm to 9:15pm



MAP OF THE COLLEGE

FLOOR 1



COURSES OFFERED

Most students who study at International House Sydney City, Bondi Darwin and Melbourne, study General English. The program is staffed by some of the most talented teachers in Australia and involves development of communication skills in all areas; speaking, reading, listening and writing. It is suitable for students of all levels.

As well as English courses, we offer a variety of other programmes. If you would like to join a free English class (teaching practice for our teacher training students), please speak to Reception!

ELICOS

General English
 IELTS Preparation & EAP
 English Academic Preparation
 Cambridge PET, FCE, CAE, CPE
 IH Sydney TESOL
 ENGLISH + Business | Demi Pair | Travel

Teacher Training:

Certificate IV in TESOL
 ETYL /TECSOL
 Cambridge CELTA & DELTA
 J-SHINE

ih Business College/ihBC:

Certificate III, IV, Diploma and Adv Diploma in Business
 International Trade
 Leadership & Management
 Marketing & Communication
 Project Management
 Social Media Marketing

SCHOOL FACILITIES

A kitchen and lunch room with chairs and tables is provided on the common area for your meal and break times.

Cups, glasses, hot water, microwaves and fridges can also be used for your convenience. Please keep these clean as all students and staff share these.

Please wash your dishes after use.

There is a snacks machine on the common area, you can also use the toaster and coffee capsules machine located in the kitchen. You will have to bring your own coffee capsules.

ACADEMIC COUNSELLORS

There are counsellors available for our students to speak to during the day between 9:00am and 5:00pm each day.

Ask at Reception if you would like to make an appointment to see one of them.

COMPUTERS

Students can use the computers on the common area.

Username: student

Password: sydney

WIFI NETWORK

Students can use our WiFi network:.

Network: IHAustraliaStudent

Password: LiveTheIHDream!!

Reference				COURSES					
IELTS	CEFR	PTE Academic	TOEFL	GE	IELTS Prep EAP	CAMBRIDGE	Teacher Training	Younger Learners	ihBC
9		86-90	111-120	Proficient	IELTS Prep 2	CPE	CELTA		ADV DIP
8	C2	83-86 79-83	96-110				Advanced	CAE	
7	C1	73-79 65-73	79-95	Upper-Intermediate	IELTS Prep 1	FCE			
6		58-65 50-58	65-78				Intermediate	PET	
5	B2	43-50 36-43	53-64	Pre-Intermediate					J-SHINE ETYL (TECSOL)
4	B1	30-36 23-30	41-52		Elementary				
3		16-23 9-16	30-40	Beginner					
2	A2	0-9	19-29 9-18						
1	A1		0-8						

YOUR RIGHTS AND RESPONSIBILITIES

STUDENT CODE OF CONDUCT

Non-academic misconduct

Non-academic misconduct is any action or conduct by a student relating to people or property, which is contrary to the generally accepted standards expected by IH Sydney City, Bondi, Darwin and ihBC. Non-academic misconduct may include a student:

- behaving inappropriately in a lecture, workshop, seminar, exam, discussion forum or activity under the administration or supervision of IH Sydney City, Bondi, Darwin and ihBC. Examples may include repeated disruption in a learning environment, the use of inappropriate or offensive language or being physically aggressive towards an IH Sydney City, Bondi, Darwin and ihBC facilitator or fellow student.
- obstructing any IH Sydney City, Bondi, Darwin and ihBC staff member in the performance of their duties.
- acting dishonestly, or knowingly making any false or misleading representation in relation to admission to a IH Sydney City, Bondi, Darwin and ihBC course or subject.
- altering or defacing any document or record belonging to IH Sydney City, Bondi, Darwin and ihBC.
- misusing, stealing, destroying or damaging any property (including computer and communications facilities) belonging to IH Sydney City, Bondi, Darwin and ihBC, a staff member or another student.
- wilfully disobeying or disregarding any order, direction or condition made by IH Sydney City, Bondi, Darwin and ihBC.
- failing to comply with any condition or penalty imposed for student misconduct under this policy.
- interfering with the freedom of others to pursue their studies or carry out their work-related functions at IH Sydney City, Bondi, Darwin and ihBC.
- harassing or intimidating another student or staff member because of race, ethnic or

national origin, sex, marital status, sexual preference, disability, age, religious beliefs or political conviction or for any other reason.

- unreasonably prejudicing the good name, academic standing or good order and governance of IH Sydney City, Bondi, Darwin and ihBC.
- breaching IH Sydney City, Bondi, Darwin and ihBC copyright or intellectual property.

Academic misconduct

Academic misconduct refers to any behaviour involving the misrepresentation of academic achievement.

Examples of academic misconduct include, but are not limited to:

- the use of another's work as one's own.
- cheating during an exam, copying exam questions or writing down exam questions to take outside of the exam sitting.
- acts of plagiarism in the completion of assignment, projects or similar work.
- acquiring or attempting to acquire, or possessing or distributing in any form, assessment related material such as examination questions and template answers to assignments.
- being involved with another person in an act of academic fraud.
- posting of exam questions and answers on forums.
- taking unauthorised reference material into an exam.
- allowing another student to copy work completed by themselves or others.
- participation in any other action that IH Sydney City, Bondi, Darwin and ihBC believes was intended to give themselves or another student an unfair advantage in an assessment.

ATTENDANCE

It is very important for you to come to every lesson. Too many absences mean you miss out on too many lessons and you may fail your course and/ or be reported to Immigration for breaching your Visa conditions.

International House Sydney City, Bondi and Darwin (IH) **requires 100% attendance** of its students. Exceptions may be allowed if you are sick or have an emergency situation.

Holiday requests need to be made two weeks before you want to take your holiday. Please see our Student Services team, who will send you an email with your request details, if approved. You will then need to reply to confirm your dates, before we can process this.

For any illness related absences a medical certificate is required upon your return to school.

Your attendance is marked every half hour, so if you are late or leave early, this will be counted in your overall attendance at the end of the course. If attendance falls to 90%, you will receive a warning letter. You can speak to the Director of Studies or Student Services at any time, to discuss the attendance requirements of the school and your visa, or to explain the reason for your absence. You will receive a 2nd warning letter if your attendance falls to 85%, and you will need to see the Director of Studies. A final Intention to Report letter is issued if your attendance falls to 80%.

If attendance falls below 80%, you will not receive a certificate when you finish your course. And if you are on a Student Visa, you will be reported to Immigration, which means that you might have to leave Australia.

ATTENDANCE WARNING LETTERS:

1st at 90%

2nd at 85%

3rd at 80%
INTENTION TO REPORT

LATENESS

Students are expected to be at school before classes start. If you are late, you interrupt the learning of all the other students in class, and will be made to wait outside until break or when your teacher asks you to enter.

STUDENT CONTACT DETAILS

It is your obligation as an international student to notify International House of your current residential address (especially if you are on a Student Visa) and contact details. To change your details please see Reception and they can help you with this.

CAN'T COME TO SCHOOL?

If you are unable to attend class for any reason you must send an email to Student Services and let them know that you will not be coming into school. If you are sick and don't think that you can come to school you must present a valid Doctor's Certificate on your first day back (this does not mean you will be marked as present, but may be used for Immigration purposes).

STUDENT ID CARDS

International House Bondi provides Student ID cards to students who are enrolled for a minimum of 4 weeks. To request one, please send your photo + your full name + your student number + your campus + your course start date to:

ssbondi@ih Sydney.com.au. .

SOCIAL ACTIVITIES

If you would like to meet more people who share your same interests, join our IH Bondi Students Group in Facebook.

Join our Social Activities to meet more students. Check the Social Activities Calendar to know what's on each day.

We also promote the social activities in the classroom every Monday, so take note and see student services to sign-up!

YOUR PROGRESS:

How your English improves in class is very important. We check your progress in the following ways:

- Every day in class (how well you participate, do the work, etc.)
- End of File/Chapter tests
- Progress Tests or Mock Tests

Your teacher will talk to you about your performance in class. After the Progress/Mock Test, you will receive academic counselling from your teacher. Your performance will be recorded on the school's system.

If you are not doing well in class, your teacher will make study plans with you, e.g. extra homework, so you can do better.

If you still score less than 50% in the Progress/Mock tests after following the study plans:

- 1) You will receive a verbal warning from your teacher that the school might have to report this to Immigration.
- 2) If you still do not show improvement, you will receive a letter stating the school will report this matter to Immigration.

SPECIAL NEEDS STUDENTS

At IH Sydney City, Bondi and Darwin, special needs students are educated in a way that addresses their individual differences and needs. This process involves the individually planned and systematically monitored arrangement of teaching procedures, adapted equipment and materials, and accessible settings. These interventions are designed to help learners with special needs achieve a higher level of personal self-sufficiency and success in school, than may be available if the student were only given access to a typical classroom education.

WHEN YOU ARE AT SCHOOL:

Sick:

If you are feeling unwell or you are injured while you are at school then go to Reception for contact details for the nearest medical centre

Lost Property:

There is a lost property box at Reception, so if you have lost anything at school go and see Reception who can check for you. Remember that you are responsible for your own belongings, so don't leave anything valuable lying around!

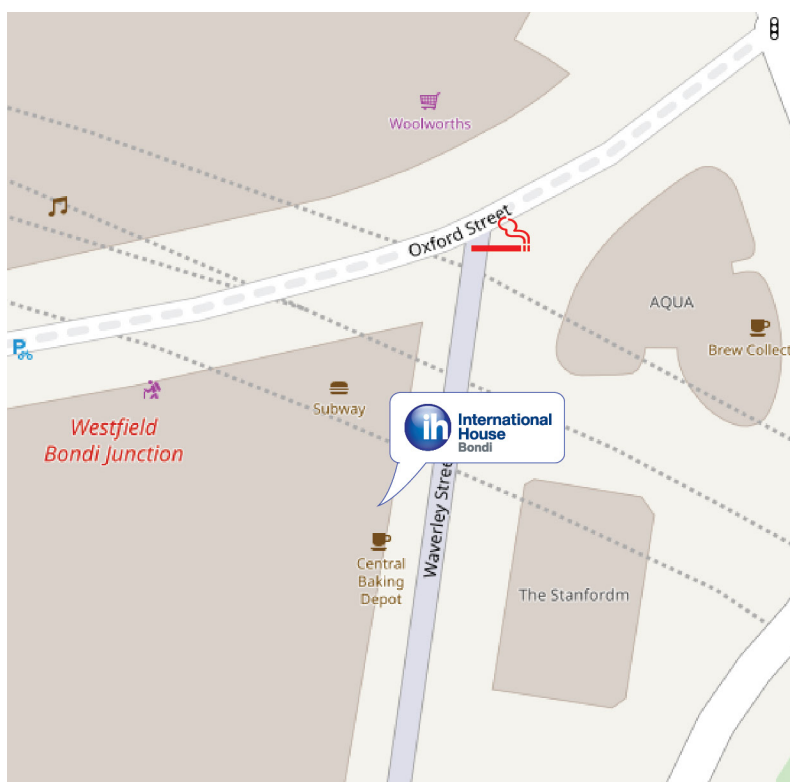
Cameras:

The school is monitored by CCTV cameras 24 hours a day, 7 days a week.



SMOKING

By Australian law, you are not allowed to smoke inside or around the front of the school. This includes the stairwells, bathrooms and front lobby. Fines apply!



**SMOKING IS
ONLY
PERMITTED
IN THE MARKED
AREA** 

LIVING IN BONDI

WHEN YOU ARE NOT AT SCHOOL:

Be Safe:

Sydney is a safe city in general, but you need to be sensible in the school and outside.

- Keep your money, bag, camera, etc. with you at all times.
- Carry enough money for the day- not large amounts.
- When using public transport at night time, travel in the carriage that is marked with a blue light- this is next to the guard so is much safer.
- If you need help, find a police officer.

WHERE DO I FIND...?

Food & Drinks:

There are many shops and cafes that you can buy your lunch from in and around Bondi Westfield, and along Oxford Street.

There are also snack vending machines at school!

Shopping Centres:

- Oxford Street Mall
- Bondi Junction Westfield
- Eastgate shopping centre

Chemist:

There is a chemist at 149 Oxford Street

Grocery stores:

- Coles and Woolworths in Westfield Bondi

Sydney Trains Network



Sydney train lines

T1 North Shore, Northern & Western Line
North Shore
Northern
Richmond
Epping

T3 Bankstown Line
Liverpool
Lidcombe
City

T5 Cumberland Line
Leppington
Richmond

T7 Olympic Park Line
Olympic Park
Lidcombe

T2 Inner West & Leppington Line
Inner West
Leppington
City

T4 Eastern Suburbs & Illawarra Line
Eastern Suburbs
Illawarra
Cronulla

T6 Carlingford Line
Carlingford
Clyde

T8 Airport & South Line
Airport
South
City



Check timetables and trip planners for train services and connections

Visit transportnsw.info

TRANSPORT

Trains:

The easiest way to travel around the city is by train.

You can purchase one single, return trip, or the more convenient Opal card, which will also allow you to travel by bus or ferry (depending on what you need). These are sold at most news agencies and convenience stores. For a train timetable you need to ask at the train station.

Buses:

Bus stops are located throughout the city and are usually the most convenient way to travel to the beaches (Manly, Bondi, Mona Vale etc). You will need to signal the driver if you want the bus to stop.

Buses (night riders) can also be caught during the times when the trains have stopped running; most go along the same routes and will stop at the major stations. You will need to check the signs and also with the driver to be sure.

Taxis/Uber:

Taxis and Ubers are more expensive than most public transport, but can be safer if you don't wish to travel alone at night. You can phone for a taxi or download the app for Uber, to be picked up from your location, and taxis can also be waved down on the street. Look for one that has the orange light on the roof turned on.

QUEUING

In Sydney it is normal for people to queue at bus stops, shops, the bank and the cinema. It is very rude to push in at the front or the middle of the queue.

ACCOMMODATION

If your homestay or residential accommodation was booked by IH Sydney, and if you have any issues, please come to Student Services immediately.

You will not receive a refund if you leave your accommodation before talking to us to resolve the situation. Our friendly Student Services team is always here to help you.

NOISE

Many people go to bed early as they have to go to work early the next day, so please don't make too much noise late at night.

When coughing, sneezing or yawning, people will put their hand over their mouth, and spitting is not acceptable. Listen to how often people say "please", "thank you", "excuse me" or "I'm sorry". Try to use these words in a similar way. Remember we drive and walk on the left so look right when you cross the road, and we stand on the left on any escalators to allow others to pass on the right.

LEGAL SERVICES

Free legal advice on any matter is available from the Inner City Legal Centre (Darlinghurst) (02) 9332 1966.

Please also see this website

www.clcnsw.org.au/ for more information on free legal services available in Sydney.

AUSTRALIAN LAWS

Litter

You must not drop litter in the street, on trains or any other public places. Please take it home or place in rubbish bins. There are heavy fines for littering in Australia.

Alcohol & Tobacco

You cannot buy cigarettes, beer, wine or spirits if you are under the age of 18. You will be asked to produce identification at the pub, bar or shop. You also cannot buy alcohol or tobacco for anyone under the age of 18, the police are very strict about this law. It is also illegal to buy alcohol and drink in a public place, for example on the footpath or in a park.

Dangerous Objects

You must not carry any kind of weapon (for example a long knife or a gas/liquid spray) in a public place.

Drugs

It is illegal to have any kind of drug in Australia, this includes “soft” drugs like cannabis. If someone approaches you on the street or in a club, remember to say NO! Possession of any drug can result in a prison sentence. Smoking cigarettes indoors and on public transport is not allowed.

Remember

Shoplifting, using public transport without paying for a ticket and most things that are illegal in your country are probably also illegal here. Most will end in fines and possible jail time so be careful!



WHAT TO DO AFTER YOUR ENGLISH COURSE



ihBC is a division of International House Sydney City, Bondi Darwin & Melbourne that specializes on Business VET courses.

We offer the following qualifications:

BUSINESS

- ◇ Certificate III
- ◇ Certificate IV
- ◇ Diploma
- ◇ Advanced Diploma

PROJECT MANAGEMENT

- ◇ Certificate IV
- ◇ Diploma
- ◇ Advanced Diploma

LEADERSHIP & MANAGEMENT

- ◇ Certificate IV
- ◇ Diploma
- ◇ Advanced Diploma

MARKETING & COMMUNICATION

- ◇ Certificate IV
- ◇ Diploma
- ◇ Advanced Diploma

SOCIAL MEDIA MARKETING

- ◇ Diploma

INTERNATIONAL BUSINESS

- ◇ Certificate IV
- ◇ Diploma

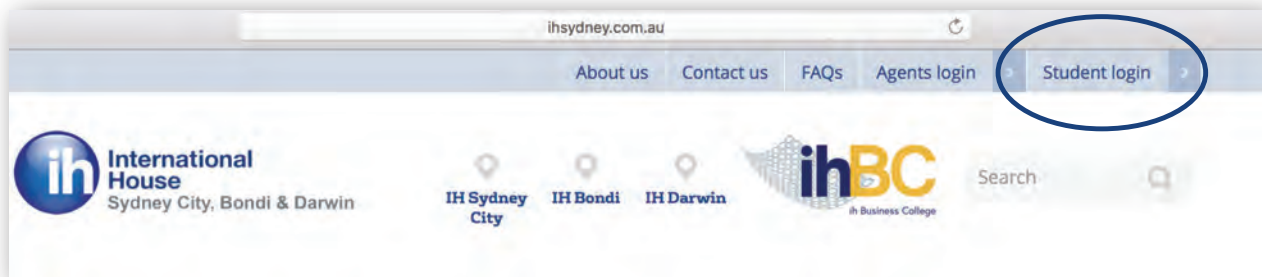
PATHWAYS PARTNERS

We also work with various Colleges around Australia that offer a huge selection for courses that you can take after finishing your English course with us. They accept our English level outcomes, so you don't have to take another English Test to get accepted by them.

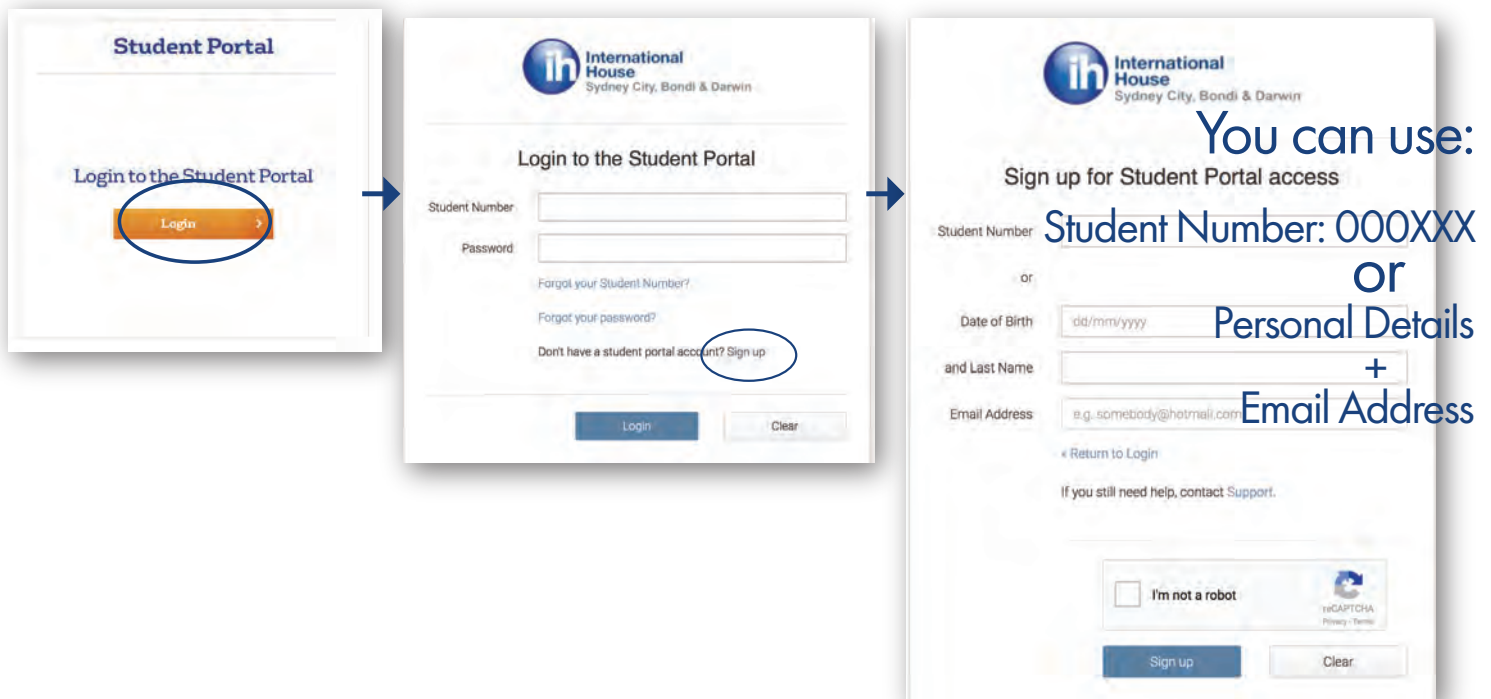
Please go to Student Services desk to request the list of Pathway Partners where you will find all the qualifications offered and their admission requirements.

STUDENT PORTAL

1 - Go to www.ih-sydney.com.au and click Student login



2 - Click Login under Student Portal and then Sign-up



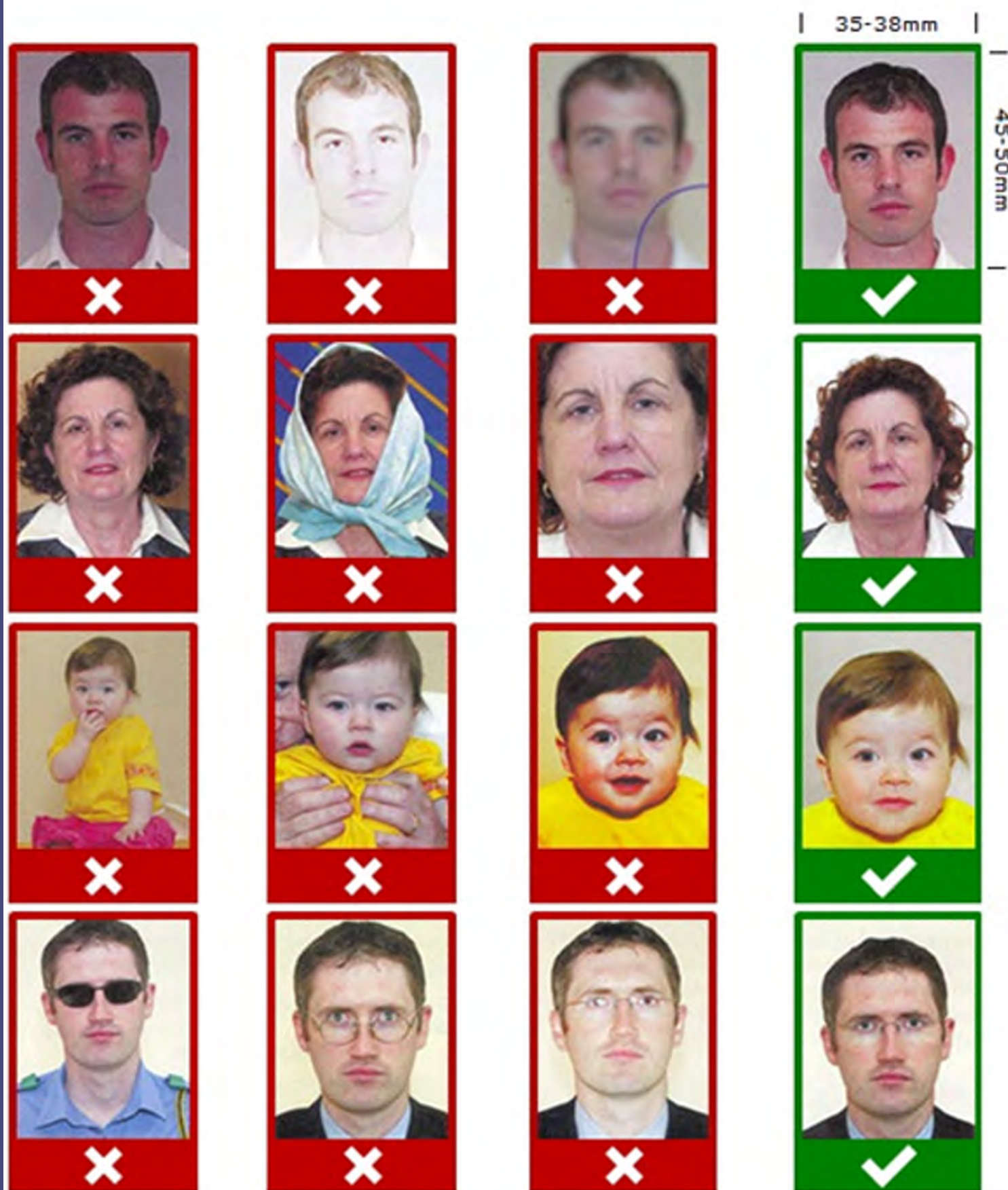
Use the Student Portal to:

- Access books and study materials
- Check your attendance
- Check your courses and classroom

REQUEST YOUR STUDENT PHOTO ID CARD

TAKE A PROPER PHOTO:

-Take a selfie in front of a white background



Send your photo in an email:

To: ssbondi@ihsydney.com.au

From: xx

Subject: **Student Card Request**

Name: *First Last*

Student ID: *12345*

Campus: *Darwin/ Bondi/ Sydney/ Melbourne*



DO NOT:

- Send a copy of your passport
- Send a group photo
- Send a low quality picture
- Send a scan of an ID photo

OR

Have your photo taken at reception every Tuesday 10am to 10.15am & 4.45pm to 5pm



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RTO 91109 CRICOS Provider Code: 02623G

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Floor 1 237 Oxford Street, Bondi Junction NSW 2022, Australia

3 Searcy Street, Darwin NT 0800, Australia

Level 6, 601 Bourke Street, Melbourne VIC 3000, Australia

Tel: (+61) 1300 989 819

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