



Lincoln Institute of Higher Education [LIHE] Student Handbook

2026

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CEO's Welcome

LIHE offers innovative, relevant, and contemporary courses supported by high-quality teaching, contemporary facilities, and a broad range of academic, learning, and wellbeing services.

Class sizes are intentionally supportive, and academic staff are accessible outside scheduled learning times to assist students with individual or additional learning needs.

LIHE aims to enhance the knowledge, skills, and character of students so they graduate ready for employment, entrepreneurship, responsible citizenship, and service to the community.

We are excited to welcome you to Lincoln Institute of Higher Education.



**Dr. Amiya Bhaumik,
Chief Executive and Director**



Vision, Mission and Values

Vision

Lincoln Institute of Higher Education is a registered higher education provider committed to preparing graduates with advanced knowledge and skills for career success, social contribution, and responsible global citizenship.

Mission

Lincoln Institute of Higher Education advances knowledge and scholarship; prepares students as critical and creative thinkers who can respond to real-world challenges; develops leaders; inspires entrepreneurs; and promotes lifelong learning.

Values

1. Provide high-quality higher education and a learning environment conducive to student achievement and satisfaction.
2. Recruit appropriately qualified academic and professional staff and support their continuing development.
3. Embrace cultural diversity, humane values, inclusion, and intercultural awareness.
4. Develop disciplinary knowledge, digital literacy, critical and creative thinking, communication, and collaboration.
5. Promote ethical conduct, academic integrity, social responsibility, and environmental awareness.
6. Prepare graduates for employment, professional practice, entrepreneurship, and lifelong learning.

Our Campus

The LIHE City Campus is located in Sydney's central business district and is designed to support collaborative, small-group, and independent learning.

Campus Location



Level 8, 175 Liverpool Street, Sydney NSW
2000 Australia

Campus Facilities

- Fully equipped classrooms
- Student breakout and recreation areas
- Individual and group study spaces
- Library, printing, and photocopying
- Campus Wi-Fi and IT support

Library Hours and Support

The on-campus library is open during published campus hours. Library staff support access to print and electronic resources, research, referencing, academic writing, and study skills. Current hours are available from Student Services and the LIHE website.



Student Support Services

The Student Experience and Support team provides information, referrals, and practical assistance across academic support, wellbeing, counselling, accommodation, work rights, health, safety, and community services.

- Learning and academic skills support
- Appointments with academic staff
- Academic integrity guidance
- Wellbeing and counselling referrals
- Accommodation and transport information
- IT, printing, and online learning support
- Accessibility and reasonable adjustment referrals

Students may seek advocacy and personal support through LIHE's Student Experience team and the Student Representative Group. External services are recommended where specialist advice is required.

Gender-based Violence, Sexual Assault and Sexual Harassment

LIHE has zero tolerance for gender-based violence, sexual assault, sexual harassment, bullying, and victimisation. Every student has the right to feel safe and to participate fully in campus life.

Students may seek support, make a disclosure, or submit a formal report. Seeking support does not require a student to make a formal complaint. Contact the Student Experience team in person or email support@lincolnau.nsw.edu.au.

LIHE will respond sensitively, protect privacy as far as the law permits, explain available options, and arrange academic, wellbeing, or external support where appropriate.

Immediate danger: call 000. For confidential national counselling and information, call 1800RESPECT on 1800 737 732.



Mental Health and Emergency Contacts

Mental Health and Wellbeing

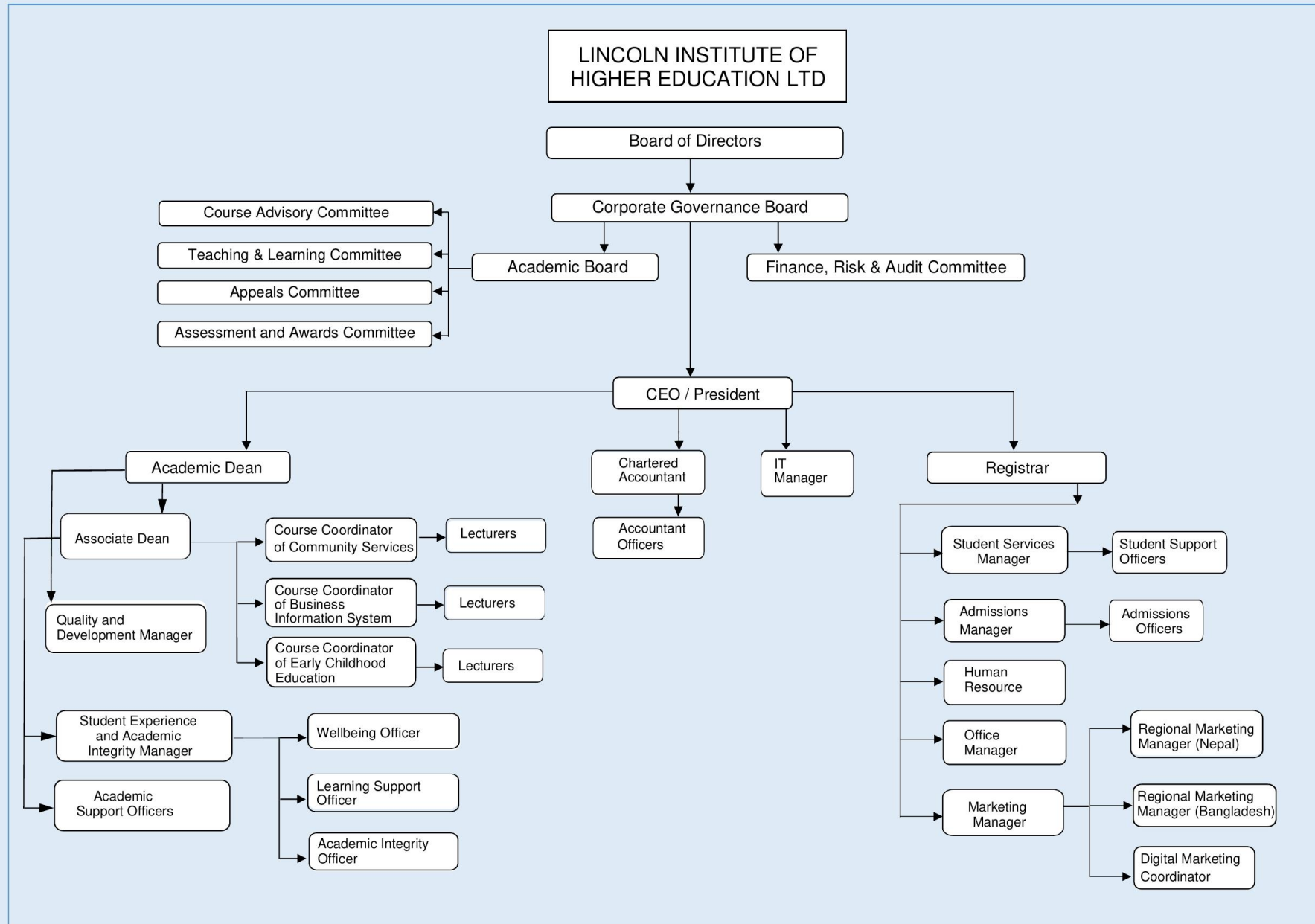
Studying away from established support networks can affect wellbeing. LIHE provides access to counselling referrals, wellbeing activities, special consideration processes, and academic support. Contact the Student Experience team early if personal circumstances are affecting your studies.

All students have access to the wellbeing and safety services communicated during Orientation. Current service arrangements are published by LIHE.

Emergency: If you or another person is in immediate danger, call 000.

Service	Contact
Healthdirect 24-hour helpline	1800 022 222
Lifeline	13 11 14
Beyond Blue	1300 22 4636
Suicide Call Back Service	1300 659 467
1800RESPECT	1800 737 732
NSW Sexual Violence Helpline	1800 424 017
National Student Ombudsman	1300 395 775
Translating and Interpreting Service	13 14 50

Organisational Chart





Courses Offered in 2026

This 2026 Student Handbook covers the four courses offered by LIHE during 2026. Course-specific entry requirements, course structures, prerequisites, assessment requirements, and professional experience conditions are governed by the current approved course documentation and published LIHE course pages.

Course	AQF level	CRICOS course code
Bachelor of Business Information Systems	7	112283H
Bachelor of Community Services	7	117351E
Bachelor of Early Childhood Education	7	118494D
Master of Business Information Systems	9	112284G

Course-specific entry requirements, CRICOS availability, intakes, fees, subject sequences, prerequisites, professional experience requirements, and assessment information must be confirmed against the current approved LIHE course page, Letter of Offer, and course documentation. TEQSA accreditation does not by itself confirm that a course is available to student visa holders; the course must also be registered on CRICOS.



Bachelor of Early Childhood Education

The Bachelor of Early Childhood Education is a strategically designed AQF Level 7 course that prepares future teachers with knowledge of child development, curriculum, inclusion, leadership, professional ethics, and evidence-informed practice.

The course incorporates professional experience and prepares graduates for early childhood teaching and related roles.

Professional accreditation: accredited by the Australian Children's Education and Care Quality Authority (ACECQA).

Course Summary

CRICOS Course Code: 118494D

Duration: 36 months

AQF Level: 7

Total subjects: 24

Current course structure, prerequisites, professional experience requirements, and assessment information are published on the LIHE course page.

[Current LIHE course page](#)

Bachelor of Early Childhood Education - Course Structure

Year / Semester	Subject 1	Subject 2	Subject 3	Subject 4
YEAR 1 Semester 1	BECE101 Foundations of Learning and Development	BECE102 Pedagogy, Play and Intentional Teaching	BECE103 EC Policy, Legislation and Frameworks	BECE104 Health, Wellbeing and Active Play in EC
YEAR 1 Semester 2	BECE105 Historical and Contemporary Perspectives of EC	BECE106 Language and Literacy Development in Early Childhood	BECE107 The Co-constructed Planning Cycle	BECE108 Family and Community Partnerships
YEAR 2 Semester 1	BECE201 Australian Indigenous Histories, Cultures and Identities	BECE202 Guiding and Engaging Young Children	BECE203 Visual Arts in Early Childhood	BECE204 Consolidating Professional Experience
YEAR 2 Semester 2	BECE205 Science, Environment and Sustainability	BECE206 Mathematics and Numeracy in Early Childhood	BECE207 Diversity and Inclusion in Early Childhood Settings	BECE208 Establishing Professional Experience
YEAR 3 Semester 1	BECE301 Music, Movement and Drama	BECE302 Emergent Readers and Writers	BECE303 Teacher as Early Childhood Researcher	BECE304 The Ready-to-Teach Professional
YEAR 3 Semester 2	BECE305 Leadership, Management and Advocacy in ECE	BECE306 Transitions and Continuity of Learning	BECE307 Living and Learning in a Digital World	BECE308 Early Intervention, Disability and Diverse Needs

Note: Subject availability, sequencing, prerequisites, co-requisites and professional experience requirements are governed by the current Academic Board-approved course documentation applicable to the student's intake.



Bachelor of Community Services

The Bachelor of Community Services is designed for students committed to social justice, inclusion, and empowerment. It develops knowledge and applied skills for supporting individuals, families, and communities in complex community and human-services settings.

The course integrates theory, ethics, cultural responsiveness, evidence-informed practice, and two supervised fieldwork placements totalling 400 hours.

Course Summary

CRICOS Course Code: 117351E

Duration: 36 months

AQF Level: 7

Total subjects: 24

Current prerequisites, co-requisites, fieldwork conditions, and assessment information are published on the LIHE course page.

[Current LIHE course page](#)

Year	Semester	Subject Code	Name of Subject	CP	Prerequisite	Corequisite
Year 1	S1	XXXX70100	Academic Literacies	0	Nil	Nil
		BCS5101	Introduction to Community Services Work	4	Nil	Nil
		BCS5102	Introduction to Psychology	4	Nil	Nil
		BCS5103	Working with Aboriginal and Torres Strait Islander	4	Nil	Nil
		BCS5104	Introduction to Sociology and Politics	4	Nil	Nil
	S2	BCS5105	Interpersonal Communication, Ethics and Practice	4	Nil	Nil
		BCS5106	Health and Wellbeing	4	Nil	Nil
		BCS5107	Diversity and Community Services	4	Nil	Nil
		BCS5108	Social Policy	4	Nil	Nil



Bachelor of Community Services — Course Structure (continued)

Bachelor of Community Services - Course Structure

Year 2

Year	Semester	Subject Code	Name of Subject	CP	Prerequisite	Corequisite
Year 2	S1	BCS5201	Working with Groups	4	BCS5105	Nil
		BCS5202	Community Development	4	BCS5105	Nil
		BCS5203	Counselling Skills	4	BCS5105	Nil
		BCS5204	Mental Health and Community Services Work	4	BCS5105	Nil
	S2	BCS5205	Social Research in Community Services	4	Nil	BCS5208
		BCS5206	Working with Youth	4	BCS5105	Nil
		BCS5207	Aged Care and Community Services	4	BCS5105	Nil
		BCS5208	Community Services Fieldwork 1	4	BCS5203	BCS5205

Year 3

Year	Semester	Subject Code	Name of Subject	CP	Prerequisite	Corequisite
Year 3	S1	BCS5301	Disability and the NDIS	4	BCS5205	Nil
		BCS5302	Case Management & Care Planning	4	BCS5205	Nil
		Elective	Elective	4	Nil	Nil
		BCS5303	Families and Child Wellbeing and Protection	4	BCS5205	Nil
	S2	BCS5304	Community Services Fieldwork 2	8	BCS5205	BCS5305
		BCS5305	Community Services (Capstone)	4	BCS5205	BCS5304
		Elective	Elective	4	Nil	Nil

Elective Pool

Category		Subject Code	Name of Subject	CP	Prerequisite	Corequisite
Elective*		BCS5306	Working in the Justice Systems	4	Nil	Nil
		BCS5307	Family and Domestic Violence	4	Nil	Nil
		BCS5308	Working Internationally	4	Nil	Nil
		BCS5309	Disaster Management & Recovery	4	Nil	Nil



Bachelor of Business Information Systems

The Bachelor of Business Information Systems combines business knowledge with contemporary information systems and technology. Students develop capabilities in programming, data management, systems analysis, cybersecurity, cloud computing, project management, and technology-enabled decision-making.

Graduates are prepared for roles requiring the integration of business processes, digital systems, and organisational strategy.

Course Summary

CRICOS Course Code: 112283H

Duration: 36 months

AQF Level: 7

24 subjects: 20 core and 4 approved electives

[Current LIHE course page](#)

Core subjects (1-10)	Core subjects (11-20)	Elective pool (choose 4)
BIS5101 Entrepreneurship and Marketing	BIS5203 Website Design and Development	BIS5206 Human Resources Management
BIS5102 Computer Principles and Programming	BIS5204 Business Ethics and Professional Perspectives	BIS5304 Total Quality Management
BIS5103 Organisational Management	BIS5205 Object-Oriented Programming	BIS5321 Big Data Analytics
BIS5104 Database Management Systems	BIS5208 Cloud Computing	BIS5322 Data Visualisation
BIS5105 Principles of Accounting	BIS5301 Cyber Security Management	BIS5323 Network System Management
BIS5106 Systems Analysis and Design	BIS5302 Artificial Intelligence in Business	BIS5324 Internet Routing
BIS5107 E-Commerce	BIS5303 IS Project Management	BIS5325 Cyber Law and Ethics
BIS5108 Data Communication and Networking	BIS5305 Analytics for Decision Making	BIS5326 Enterprise Data Management and Analysis
BIS5201 Design Thinking	BIS5306 Enterprise System Development	BIS5327 Systems Integration
BIS5202 Accounting Information Systems	BIS5311 Capstone Project	

Students complete all 20 core subjects and four approved electives. Subject availability, sequencing, and prerequisites are governed by the current approved course documentation and the course page.



Master of Business Information Systems

The Master of Business Information Systems develops advanced capabilities in the strategic application of information systems, business analytics, data governance, cybersecurity, digital transformation, and technology project management.

Course Summary

CRICOS Course Code: 112284G

Duration: 24 months

AQF Level: 9

16 subjects: 14 core and 2 electives

[Current LIHE course page](#)

Graduates are prepared for senior and specialist roles, including business analyst, systems analyst, IT consultant, information management specialist, and technology project leader.

Sem	Subject 1	Subject 2	Subject 3	Subject 4
1	BIS7101 Business Information Analysis	BIS7102 Database Management Systems	BIS7103 Business Data Communications and Networking	BIS7104 Entrepreneurship and Management
2	BIS7105 E-Business Models	BIS7106 Web Design and Development	BIS7107 Operations Management	BIS7108 Design Thinking
3	BIS7201 Cloud Computing for Business	BIS7202 Cyber Law in Practice	BIS7203 IS Project Management	Elective 1
4	BIS7204 Enterprise Information Systems	BIS7205 Data Governance and Ethics	Elective 2	BIS7211 Capstone Project

Elective Groups

Business Intelligence: BIS7221 Big Data Analytics; BIS7222 Data Mining for Business Analytics. Cyber Security Analytics: BIS7231 Information Security Management; BIS7232 Cyber Forensics.



Information Systems Software Resources

LIHE provides access to software, cloud platforms, and computing resources relevant to approved subject delivery. Products and versions may change where academically equivalent or improved tools are adopted. Current requirements are stated in the subject outline and LMS.

No.	Subject	Indicative software/resources
1	BIS5102 Computer Principles and Programming	JDK, Eclipse
2	BIS5104 Database Management Systems	MySQL
3	BIS5106 Systems Analysis and Design	ArgoUML
4	BIS5108 Data Communication and Networking	Wireshark
5	BIS5202 Accounting Information Systems	1. Workstations supporting a current 64-bit Microsoft Windows or Linux operating system
6	BIS5202 Accounting Information Systems	2. AIS Package, MYOB and others as relevant
7	BIS5203 Website Design and Development	Visual Studio
8	BIS5205 Object-Oriented Programming	JDK, Eclipse
9	BIS5208 Cloud Computing	Cloud systems such as OpenStack, Amazon Web Services or Azure
10	BIS5302 Artificial Intelligence in Business	1. Workstations supporting a current 64-bit Microsoft Windows or Red Hat Linux environment
10	BIS5302 Artificial Intelligence in Business	2. Software: MS Access, R
11	BIS5303 IS Project Management	MS Project
12	BIS5305 Analytics for Decision Making	1. Workstations supporting a current 64-bit Microsoft Windows or Red Hat Linux environment
13	BIS5305 Analytics for Decision Making	2. Software such as: MATLAB, SPSS, Microsoft Office, Python
14	BIS5306 Enterprise System Development	ARIS (business process management), SAP (enterprise systems)
15	BIS5321 Big Data Analytics	Apache Hadoop and Apache Pig
16	BIS5322 Data Visualisation	Microsoft Excel, Tableau
17	BIS5323 Network System Management	Windows, Linux and network simulation/administration tools
18	BIS5324 Internet Routing	Wireshark
19	BIS5327 Systems Integration	Visual Studio
	MBIS SUBJECTS	MBIS SUBJECTS
20	BIS7102 Database Management Systems	NoSQL, RDBMS, MongoDB, Redis, and Hadoop
21	BIS7103 Business Data Communications and Networking	Wireshark
22	BIS7106 Web Design and Development	Visual Studio
23	BIS7201 Cloud Computing for Business	Amazon EC2
24	BIS7203 IS Project Management	Microsoft Project
25	BIS7221 Big Data Analytics	MS Access, SPSS, Hadoop, NoSQL, Hive, Pig, Oozie
26	BIS7222 Data Mining for Business Analytics	Workstations supporting a current 64-bit Microsoft Windows environment
27	BIS7222 Data Mining for Business Analytics	R, query languages and statistical/data-analysis tools such as SPSS and Microsoft Access
28	BIS7204 Enterprise Information Systems	ERP platforms and ARIS (business process management)



Entry Requirements

General Course Entry Requirements

Course-specific published requirements apply and prevail over this summary.

Undergraduate courses

- BBIS and BCS applicants must normally have Australian Year 12 with an ATAR 65 (or equivalent), a recognised foundation program, or at least one year of recognised higher education study.
- BECE applicants must meet the published Year 12, English, and non-academic requirements. ACER STAT, relevant VET or higher education study, and work/life experience may be considered where permitted.
- Alternative admission pathways are assessed case by case under the Admissions Policy and do not waive mandatory English, inherent, professional, or placement requirements.

Postgraduate courses

MBIS applicants require an Australian bachelor's degree or international equivalent.

Assumed Knowledge

BBIS and MBIS applicants are expected to have mathematics knowledge equivalent to Mathematics Advanced (NSW HSC), or equivalent. BCS applicants are expected to have foundational social-science knowledge comparable to Community Development and Social Change. BECE has no separate assumed-knowledge requirement beyond its published entry requirements.

Recognition of Prior Learning

Prior learning may be considered (a) as evidence supporting an approved alternative admission pathway, where permitted under the Admissions Policy, or (b) following admission, as an application for credit under the [Recognition of Prior Learning Policy](#). The same prior learning will not normally be used both to establish admission eligibility and to obtain credit. RPL and credit do not waive applicable English-language, inherent, professional, or other mandatory requirements and must preserve course learning outcomes and qualification integrity.

English Language Entry Requirements

Applicants must meet the current course-specific standard and provide valid evidence. Test results are normally valid for two years from the course commencement date.

BBIS

IELTS 6.0 overall, with writing and speaking 5.5; TOEFL iBT 65, with writing 21 and speaking 18; Cambridge 169, with writing and speaking 154; or PTE Academic 50, with writing and speaking 43.

BCS

IELTS 6.5 overall, with no band below 6.0; TOEFL iBT 80, with reading and writing 20 and speaking and listening 18; Cambridge 176, with writing and speaking 169; or PTE Academic 64, with each communicative skill 55.

BECE

IELTS 6.5 overall, with each band 6.0; TOEFL iBT 80, with reading and writing 20 and speaking and listening 18; Cambridge 176, with no component below 169; or PTE Academic 64, with each skill 55. The published bachelor-degree alternative may apply.

MBIS

International applicants: IELTS 6.5 overall, with writing and speaking 6.0; TOEFL iBT 86, with writing 21 and speaking 18; Cambridge 176, with writing and speaking 169; or PTE Academic 58, with writing and speaking 52. Local applicants relying on international qualifications: IELTS 6.0 overall, with writing and speaking 5.5; TOEFL iBT 65, with writing 21 and speaking 18; Cambridge 169, with writing and speaking 154; or PTE Academic 50, with writing and speaking 43.

Additional Requirements:

Students must be at least 18 before Orientation Week. BECE applicants must complete the Suitability to Teach process and hold a current Working With Children Check. Course-specific interviews, clearances, placement checks, or other conditions may apply.

Current Information: Admissions decisions must use the current approved course page, Admissions Policy and Procedures, English Language Entry Requirements Policy, course-specific professional or placement requirements, and the applicant Letter of Offer. This summary reflects the admission and English-language entry requirements formally approved as at [date]. It is consistent with LIHE's Admissions Policy and Procedures, English Language Entry Requirements Policy, published course information and Letter of Offer. Any subsequent change must be formally approved and updated across all relevant student-facing documents before implementation.



Credit and Recognition of Prior Learning

LIHE may grant credit for relevant prior study, qualifications, or demonstrated learning where equivalence is established and the integrity of the course is maintained.

Evidence may include

- certified transcripts and award documents
- official subject outlines and learning outcomes
- assessment evidence or portfolios
- employment evidence where experiential learning is claimed
- professional registration or licences where relevant

Types of credit

- Specific credit for an equivalent LIHE subject.
- Non-specific credit at an appropriate level where exact equivalence is not established.
- Block credit for an approved sequence of prior learning.

How to Apply

Apply as part of the course application or through the approved RPL/credit application process. Submit complete supporting evidence by the published deadline. LIHE will provide the outcome in writing and record approved credit as advanced standing in accordance with policy.

Important considerations

- Credit must not disadvantage the achievement of course learning outcomes.
- Clinical, placement, capstone, or professionally regulated subjects may have restrictions.
- Credit may change study load, fees, course duration, and student-visa duration.
- Students remain responsible for meeting prerequisites and course completion requirements.

Refer to the current [Recognition of Prior Learning Policy](#) and application form for credit limits, evidence standards, processing timeframes and review or appeal rights. The same evidence will not normally be used both to establish admission eligibility and to obtain credit.



Fees and Charges

Course Fees

Bachelor of Community Services

Domestic student / year	\$19,800
International student / year	\$19,800

Bachelor of Early Childhood Education

Domestic student / year	\$21,800
International student / year	\$21,800

Bachelor of Business Information Systems

Domestic student / year	\$19,800
International student / year	\$19,800

Master of Business Information Systems

Domestic student / year	\$21,800
International student / year	\$21,800

Administrative Fees

Charge Description	Amount
Enrolment Fee / Application Fee	\$250
Overdue tuition Fee - 7 days	\$200
Overdue tuition Fee - 14 days	\$400
Re-enrolment or Change of Enrolment Fee	\$200
Enrolment Cancellation Fee	\$100
Late Enrolment Fee	\$50
Change of Confirmation of Enrolment details before commencement	\$50
Change of Confirmation of Enrolment details after commencement	\$100
Cancellation and course variation fee	\$200
Deferral of initial enrolment	\$0
Credit Transfer Fee per Subject	\$100
Refund Processing Fee	\$150
Reinstatement Fee	\$200
Transfers processing fee	\$250
Re-issue of record results	\$50
Failure to provide notification of non-attendance of off-campus examinations	\$130
Registered post (within Australia)	\$10
Express Post with signature on delivery (within Australia)	\$15
Courier / Registered International Post (overseas)	\$25
Academic Transcript (digital and physical copy)	\$15
Issuance of Interim Transcript	\$10
Graduation ceremony attendance (includes gown hire and two guest tickets)	\$250
Extra guest ticket for graduation ceremony	\$150
Graduating in absentia - Testamur postage within Australia by registered post	\$25
Graduating in absentia - Testamur postage courier/registered international post	\$65
Replacement of Student ID card	\$10
Card Payment Charge (as per card provider company)	Up to 2.5%
Late Fee for the return of items on loan from the library	\$1 per day
Accommodation Fee - cost to be determined by third party	Various
Airport Pick-Up Fee - cost to be determined by third party	Various
Printing Charges	Various

Fees may be reviewed periodically. The current approved Schedule of Fees and Charges and the student's Letter of Offer are authoritative.

Fee notice: LIHE will not impose a fee unless it is disclosed through an approved schedule, written agreement, or service notice. Fees may affect enrolment, refunds, course duration, graduation clearance, and student-visa arrangements. [View LIHE policies and procedures.](#)



Orientation and Administrative Information

Orientation

Orientation introduces students to LIHE, their course, key staff, academic expectations, student support, safety, the LMS, policies, and campus facilities.

Bring your student number, identification or passport, Australian contact details, and emergency contact information. Students receive a welcome pack and complete the required registration and acknowledgement steps.

Change of Contact Details

Update your residential address, telephone number, personal email address, and emergency contact details through the approved process. International students must notify LIHE of address changes within the period required by their visa conditions.

Student Card

Your LIHE student card is used for identification and access to services. Report a lost or damaged card promptly. Replacement charges may apply.

Student Email and LMS

LIHE issues an official student email account and access to the learning management system. Students must check both regularly for course notices, learning materials, assessment information, and official communication.

Official Documents

Requests for enrolment confirmations, transcripts, completion letters, or other official documents must use the approved form and may incur a fee. Processing times begin when a complete request and any required payment are received.

Campus Rules

- Follow reasonable staff directions and emergency procedures.
- Treat students, staff, visitors, and property with respect.
- Do not smoke or vape except in lawful designated areas.
- Do not bring unlawful drugs, weapons, or dangerous items to campus.
- Use rooms, equipment, and IT systems only for authorised purposes.



Campus Behaviour, Assessment and Learning Support

Classroom Behaviour and Attendance

Students are expected to attend and participate in scheduled learning activities, arrive punctually, prepare for class, and avoid disruptive behaviour. Attendance and engagement may be monitored for academic progress, placement readiness, and regulatory purposes.

International students remain responsible for course progress and all visa conditions. Attendance requirements may also apply to placements, professional activities, or specific subjects.

Assessment

Assessment requirements, due dates, marking criteria, academic integrity expectations, and submission arrangements are stated in subject outlines and LMS sites. Students should seek clarification before the due date and retain evidence of submission.

Feedback and Academic Progress

Students receive feedback in accordance with the Assessment Policy. LIHE monitors progress and may contact students who are at risk because of results, non-submission, attendance, or disengagement. Students must participate in agreed support or intervention plans.

Learning Support

Learning support may include academic writing, referencing, study planning, numeracy, English-language development, digital skills, assessment interpretation, and individual referrals. Reasonable adjustments are considered under relevant policy and do not alter essential course requirements.

Academic Calendar

Teaching periods, census dates, breaks, and examination periods are published in the Academic Calendar. Students must plan travel and work commitments around course requirements.



International Students

Student Visa Requirements

International students must hold a valid visa and comply with all conditions throughout their enrolment. Common obligations include maintaining enrolment and satisfactory course progress, completing the course within the expected duration, maintaining OSHC, keeping contact details current, and complying with work limitations.

- Check visa conditions through VEVO.
- Notify LIHE promptly of changes to visa status, address, or contact details.
- Seek advice before changing course, study load, enrolment, or provider.
- Respond to LIHE requests relating to progress, attendance, welfare, and compliance.

Work Limitation: Student visa holders may generally work up to 48 hours per fortnight while the course is in session, subject to their individual visa conditions. Always confirm in VEVO.

Overseas Student Health Cover

OSHC is compulsory for most student visa holders for the required visa period. It assists with eligible medical and hospital costs and may include ambulance benefits. Coverage, waiting periods, exclusions, and claims processes vary by insurer.

Students must arrange and maintain appropriate cover and keep evidence of coverage. Compare approved insurers and read the policy terms before relying on cover.

Changes to Enrolment

Deferral, suspension, withdrawal, reduced study load, credit, and provider transfer can affect a visa or Confirmation of Enrolment. Seek advice from LIHE and, where necessary, a registered migration professional before making a decision.



Living in Australia and Sydney

Australia

Australia is culturally and linguistically diverse. English is the principal language of instruction at LIHE. Students are expected to respect Australian law, the rights of others, and the diversity of the LIHE community.

Time, Currency, and Climate

Sydney uses Australian Eastern Standard Time and observes daylight saving when applicable. The currency is the Australian dollar.

Approximate average seasonal minimum-to-maximum temperatures are:

summer (December-February) 18.6 to 26.4°C;
autumn (March-May) 14.4 to 22.9°C;

winter (June-August) 8.2 to 17.8°C; and

spring (September-November) 13.3 to 22.6°C.

Conditions vary, and students should prepare for heat, rain, and strong ultraviolet radiation.

Health and Safety

- Call 000 for police, fire, or ambulance in an emergency.
- Swim only at patrolled beaches and between the red and yellow flags.
- Use sun protection and follow weather, heat, and air-quality warnings.
- Keep valuables secure and use reputable transport and service providers.

[Bureau of Meteorology climate averages](#)

Living in Sydney

LIHE's campus is in Sydney's central business district, close to public transport, services, cultural facilities, and major employment areas. Sydney is a large and diverse city; travel times and living costs vary substantially by suburb.

Plan accommodation and transport before arrival. Use official NSW Government, Study NSW, and Transport for NSW information when comparing options.

Communication and Community

People commonly use first names in social and study settings. Respect personal boundaries, cultural differences, and consent. LIHE encourages students to participate in campus activities and to seek support early when adjusting to life in Australia.

Accommodation, Cost of Living and Transport

Accommodation

Options include hostels, homestays, shared housing and private rentals. Costs vary by location, room type, inclusions and market conditions. Students should inspect accommodation, read agreements, understand bond and utility obligations, and avoid transferring money to unverified providers.

- Confirm travel time to campus. Check whether utilities, internet and furnishings are included. Use NSW Fair Trading guidance for rental bonds and tenancy rights.
- Contact Student Experience for information and referral; LIHE does not guarantee private accommodation.

Cost of Living

Student visa applicants must demonstrate financial capacity under current Home Affairs settings. Actual costs depend on accommodation, transport, food, health, study materials and lifestyle. Budget conservatively and retain an emergency reserve.

Cost notice: The student-visa financial-capacity amount is set by the Australian Government and may change. Actual Sydney living costs may be higher. Check current Home Affairs and Study Australia information before making financial commitments.

Indicative Weekly Budget

Item	Indicative amount
Accommodation	Varies substantially by suburb, room type and inclusions
Food and groceries	Budget according to household size and dietary needs
Utilities and internet	Confirm inclusions with the accommodation provider
Public transport	Check current Transport for NSW fares and concessions
Health, study and personal costs	Budget separately and retain an emergency reserve

Transport

Sydney has extensive train, metro, bus, light rail and ferry services. Use the Transport for NSW trip planner for current routes, fares and service changes. Plan extra time during disruptions and for late-night travel.



Arriving and Working in Australia; ESOS Rights

Before and On Arrival

- Carry essential identification, enrolment, and accommodation information.
- Declare medicines and restricted goods as required by the Australian Border Force.
- Check current vaccination, biosecurity, and public-health information before travel.
- Use official airport transport, licensed taxis, reputable rideshare services, or pre-booked services.
- Consider travel insurance; it is separate from OSHC.

Working in Australia

Student visa holders may generally work up to 48 hours per fortnight while their course is in session. Different conditions may apply during official course breaks or to particular visa holders. Students must check their individual conditions in VEVO before accepting or changing work.

All workers have workplace rights. Keep records of hours and pay, obtain a payslip, and seek advice from the Fair Work Ombudsman if concerned about pay, conditions, discrimination, or unsafe work.

Your Rights under the ESOS Framework

- Receive accurate information before enrolment about the provider, course, fees, delivery, and support.
- Enter a written agreement that explains services, fees, refunds, and obligations.
- Receive the education and support services described in the agreement.
- Use complaints and appeals processes without victimisation.
- Access tuition protection arrangements if a registered provider is unable to deliver a course.

The Education Services for Overseas Students framework and the National Code set obligations for registered providers and protections for overseas students. Current government information is available through the Department of Education and Study Australia.

[Study Australia — student rights and responsibilities](#)



Student Responsibilities and External Support

Your Responsibilities

- Comply with Australian law, visa conditions, and LIHE policies.
- Maintain satisfactory academic progress and participate in intervention or support processes.
- Pay fees by due dates and keep contact details current.
- Use LIHE systems responsibly and protect account credentials.
- Act honestly in assessments and acknowledge sources and permitted use of digital tools.
- Treat students, staff, and visitors respectfully and report safety concerns promptly.
- Maintain required clearances, checks, and insurance for placements or professional activities.

National Student Ombudsman

The National Student Ombudsman (NSO) is a free and independent service for current, former, and prospective higher education students, including international students. Students may seek information, advice, or lodge a complaint about the actions of a higher education provider.

Students are generally encouraged to use LIHE internal complaint and appeal processes where appropriate, but may contact the NSO for information or assistance at any time. Students are protected from reprisal for making a complaint.

Phone: 1300 395 775

[National Student Ombudsman complaints](#)

TEQSA may consider information about systemic regulatory risk, but it does not ordinarily provide an individual merits review or personal remedy.



LIHE Policies and Academic Integrity

Policies and Procedures

Students are required to understand and comply with the current LIHE policies and procedures. Policies are available through the LIHE website, the LMS or Student Services and may be updated following governance approval.

- Admissions and English-language entry
- Assessment and academic progress
- Academic integrity
- Student code of conduct
- Complaints and appeals
- RPL and credit
- Fees, refunds and course modification
- Equity, accessibility and wellbeing
- Privacy, records and information security
- Critical incidents and emergency management

[LIHE policies and procedures](#)

Academic Integrity

Academic integrity means acting honestly, fairly, responsibly, and respectfully in learning and assessment. Misconduct includes plagiarism, collusion, contract cheating, impersonation, fabrication or falsification, unauthorised file sharing or assistance, and misuse of artificial intelligence or other tools.

Students must follow assessment instructions, use permitted resources only, acknowledge sources and authorised AI assistance, retain drafts and evidence of their work, and cooperate with inquiries. LIHE may use text-matching, authorship analysis, oral verification, and other reasonable methods to confirm academic integrity.

AI use: Artificial intelligence may be used only where the assessment instructions permit it. Students must comply with any disclosure, acknowledgement, or referencing requirement. Submitting AI-generated material as a student's own work without authorisation or appropriate disclosure may constitute academic misconduct.



Student Code of Conduct

LIHE is committed to a safe, respectful, and productive learning environment. Students are entitled to fair treatment, freedom from discrimination and harassment, appropriate privacy, and access to support and complaint processes.

Students must

- behave professionally and respectfully
- attend punctually and participate appropriately
- follow reasonable staff directions
- communicate without discrimination, harassment, bullying, or intimidation
- use phones and devices only as permitted
- act safely and report hazards, incidents, or concerns promptly

- protect LIHE and personal property
- leave learning and common spaces clean and orderly
- comply with smoking, vaping, alcohol, drug, food and library rules
- use IT systems and learning resources lawfully and responsibly
- comply with applicable laws and LIHE policies
- seek advice when a requirement is unclear

Breaches may result in investigation and disciplinary action under applicable policy. Serious matters may be referred to external authorities where required or appropriate.

Read the full Student Code of Conduct for definitions, procedures, possible outcomes, and appeal rights.



Complaints and Appeals

LIHE handles complaints and appeals objectively, confidentially, and in accordance with procedural fairness. Students will not be victimised for raising a concern or making a complaint in good faith.

Stage 1 — Informal resolution

Where reasonable and safe, raise the matter with the person or area concerned or seek help from the Student Experience team.

Stage 2 — Formal complaint

Lodge the approved form with relevant evidence. LIHE will acknowledge the complaint and commence assessment within 10 working days of receiving a complete formal complaint. LIHE will finalise the matter as soon as practicable, provide written reasons, and keep the student informed where additional time is required.

Stage 3 — Internal appeal

Appeal within the stated timeframe and identify the decision challenged, the grounds, the outcome sought, and any relevant evidence.

Stage 4 — External review

After internal processes are complete, the written outcome will identify an available independent review pathway and any applicable timeframe. Higher education students may contact the National Student Ombudsman, a free and independent service, for information, advice, or to lodge a complaint.

[National Student Ombudsman](#)

- Students may be accompanied or assisted by a support person in accordance with policy.
- There is no fee for LIHE's internal complaint and appeal process.
- Records are managed confidentially and retained in accordance with law and policy.
- International-student enrolment will be maintained during relevant appeal periods where required by the National Code, subject to lawful reporting obligations.

Authoritative source: Refer to the current Student Grievances, Complaints and Appeals Policy and approved forms for lodgement details and timeframes. The NSO may be contacted at any time for information or assistance. International student enrolment will be maintained during relevant appeal periods where required by the National Code, subject to lawful reporting obligations.



Deferring, Suspending or Cancelling Enrolment

Deferral and Leave of Absence

Students may apply to defer commencement or take an approved leave of absence in accordance with the applicable LIHE policy. Requests must be supported by evidence and submitted before the relevant deadline where possible.

For overseas students, deferral or suspension is assessed under the ESOS framework and the National Code. Approved changes may affect the Confirmation of Enrolment and visa status, and will be recorded in PRISMS where required.

Change of Enrolment

Subject additions, withdrawals, study-load changes, and course changes require approval through the designated process. Fees, census dates, prerequisites, progression, and visa implications may apply.

Course Withdrawal

Students considering withdrawal are strongly encouraged to speak with the Course Coordinator or the Student Experience team. A complete withdrawal application must be submitted through the approved process.

Withdrawal does not guarantee future re-admission. A returning student may be required to apply again and meet the course and admission requirements current at that time.

Provider-Initiated Suspension or Cancellation

LIHE may suspend or cancel enrolment only in circumstances permitted by policy and law, including serious misconduct, non-payment, or unsatisfactory progress. Students will receive written notice, reasons, and internal appeal information before reporting action where required, unless an immediate health, safety, or legal risk requires interim action.



Provider Transfers and Course Duration

Transferring from Another Provider

An overseas student seeking to transfer to LIHE before completing six calendar months of their principal course must satisfy Standard 7 of the National Code. Where a release is required, the releasing provider records the release in PRISMS; a physical letter of release is not required. An exception may apply in circumstances specified by the National Code.

Transferring to Another Provider

An overseas student seeking release from LIHE within the first six calendar months of the principal course must apply under the International Student Transfer Policy and Procedures. LIHE will assess the request fairly, consider the student's best interests and welfare, provide a written decision and reasons, and explain internal appeal rights. If approved, LIHE will record the release in PRISMS.

After the six-month restriction period, a release is generally not required, but students must complete LIHE withdrawal processes and consider visa, fee, and course-progression implications.

Course Duration

International students are expected to complete within the duration shown on their Confirmation of Enrolment. LIHE may extend the duration only in circumstances permitted by the National Code, including compassionate or compelling circumstances, implementation of an intervention strategy, or an approved deferral or suspension.

Students must apply in writing, provide evidence, and continue to meet course and visa obligations while the request is being considered. LIHE will record the decision, update PRISMS where required, and provide appeal information.

Study Load

Students must enrol in an approved study load that supports timely completion and progression. A reduced load requires prior approval and may have academic, fee, and visa consequences.

Critical Incidents, Emergency Procedures and Contact

Critical Incidents

A critical incident is a traumatic event or situation that causes, or may cause, significant harm, distress, or disruption, and requires an immediate or coordinated response. LIHE acts to protect life and safety, contact emergency services, support affected people, preserve privacy, and manage communication and records.

Report urgent incidents immediately to staff or call 000. Follow the Critical Incident Management Plan and the directions from emergency personnel.

Emergency Evacuation

- Follow alarms and staff directions.
- Leave by the nearest safe exit; do not use lifts unless authorised.
- Go to the designated assembly point and remain there until instructed.
- Do not re-enter the building until authorised.
- Advise staff if you or another person requires assistance.

Contact Us



City Campus
Level 8, 175 Liverpool Street Sydney NSW
2000
Australia

Phone: +61 2 9072 9950

E-mail: support@lincolnau.nsw.edu.au

[LIHE website](#)



Further Information and Student Acknowledgement

Further Information for International Students

Use current official sources for visa conditions, ESOS rights, work rights, health, safety and living information. The links below were current at publication and should be checked for updates.

- [Study Australia](#)
- [Department of Home Affairs - student visas](#)
- [Fair Work Ombudsman](#)
- [Transport for NSW](#)
- [National Student Ombudsman](#)
- [Higher Education Standards Framework 2021](#)
- [National Code of Practice 2018](#)
- [Education Services for Overseas Students Regulations 2019](#)
- [ESOS framework](#)

Student Acknowledgement

I acknowledge that I have received the Lincoln Institute of Higher Education Student Handbook and have had an opportunity to read and understand it. I understand that I must comply with LIHE policies, procedures, course requirements, and lawful directions, and that current approved policies and official communications prevail if information changes.

Student ID: _____

Student Name:

Student Signature:

Date: _____

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four courses offered in 2026