



**LINCOLN INSTITUTE OF
HIGHER EDUCATION**

STUDENT HANDBOOK

2026

Lincoln Institute of Higher Education



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Welcome to LIHE | Vision, Mission and Values

CEO's Welcome

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

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

Supportive class sizes and accessible academic staff help students with individual or additional learning needs.

LIHE aims to enhance students' knowledge, skills and character for employment, entrepreneurship, responsible citizenship and service to the community.

Dr. Amiya Bhaumik

Chief Executive and Director



Vision

Prepare graduates with advanced knowledge and skills for career success, social contribution and responsible global citizenship.

Mission

Advance knowledge and scholarship; prepare critical and creative thinkers; develop leaders; inspire entrepreneurs; and promote lifelong learning.

Values

1. High-quality education and an environment supporting student achievement and satisfaction.
2. Qualified academic and professional staff and continuing staff development.
3. Cultural diversity, humane values, inclusion and intercultural awareness.
4. Disciplinary knowledge, digital literacy, critical and creative thinking, communication and collaboration.
5. Ethical conduct, academic integrity, social responsibility and environmental awareness.
6. Preparation 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.

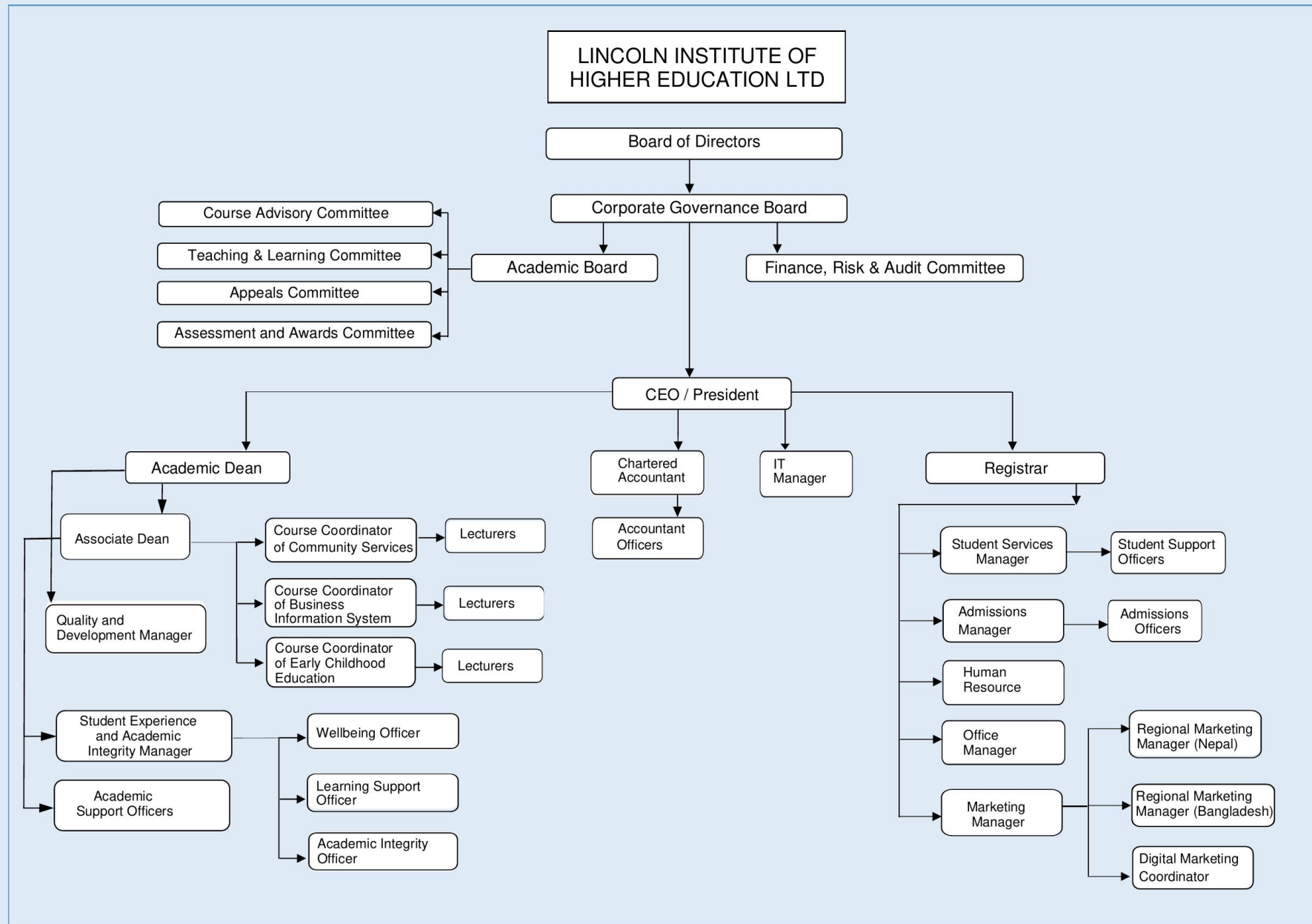
All students have access to the wellbeing and safety services communicated during Orientation. Current service arrangements are published by LIHE.

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 edition covers the four courses in the supplied 2026 handbook. Course-specific requirements, prerequisites, assessments and professional experience conditions are set by current approved documentation for the student's intake.

Course	AQF	CRICOS code	Full-time duration
Bachelor of Early Childhood Education	7	118494D	3 years
Bachelor of Community Services	7	117351E	3 years
Bachelor of Business Information Systems	7	112283H	3 years
Master of Business Information Systems	9	112284G	2 years

Using the course pages

Each course has a consistent overview and entry requirements page followed by a searchable course structure table. Check the current course page, approved documentation and Letter of Offer for the requirements applicable to your intake.

TEQSA accreditation does not itself confirm availability to student visa holders. The course must also be registered on CRICOS. Confirm current intakes, fees, availability and any additional conditions before enrolment.



Bachelor of Early Childhood Education

COURSE OVERVIEW AND ENTRY REQUIREMENTS

CRICOS	Duration (full time)	AQF	Course completion
118494D	36 months	7	24 subjects + professional experience

The course prepares future teachers in child development, curriculum, inclusion, leadership, professional ethics and evidence-informed practice. It includes 85 days of professional experience. ACECQA assessed and approved this qualification on 25 February 2025; its listing covers students enrolled before February 2030.

Academic entry requirements

Australian Year 12 with ATAR 65 or equivalent, including Units 3 and 4 English: at least 30 in English (EAL), or 25 in English Literature or English Language. ACER STAT may establish equivalence. Relevant VET, higher education and work/life experience may be considered case by case.

Non-academic requirements: Suitability to Teach Survey and Interview, and a current valid Working With Children Check. The published bachelor-degree English alternative applies to completed degrees in Australia, New Zealand, the UK, USA, Canada or Ireland.

Published course-page English requirements

Test	Published minimum
IELTS Academic	6.5 overall; each band 6.0
TOEFL iBT	80 overall; reading/writing 20, speaking/listening 18
Cambridge English	176 overall; each component 169
PTE Academic	64 overall; each skill 55

Test evidence is normally valid for two years. Confirm evidence timing with Admissions.

Confirmation required: Published course-page scores differ from the general English Language Entry Requirements Policy. These are course-page summaries, not a new approval of admission standards. Obtain the current approved course-specific requirements in writing from Admissions.

[Current LIHE course page](#)



BECE | Course Structure

SUBJECT LIST, COMPLETION AND REQUISITES

Complete the 24 subjects below across three years and six semesters, together with all professional experience requirements. The semester sequence follows the published LIHE course structure.

Year / semester	Code	Subject
Y1 / S1	BECE101	Foundations of Learning and Development
Y1 / S1	BECE102	Pedagogy, Play and Intentional Teaching
Y1 / S1	BECE103	EC Policy, Legislation and Frameworks
Y1 / S1	BECE104	Health, Wellbeing and Active Play in EC
Y1 / S2	BECE105	Historical and Contemporary Perspectives of EC
Y1 / S2	BECE106	Language and Literacy Development in Early Childhood
Y1 / S2	BECE107	The Co-constructed Planning Cycle
Y1 / S2	BECE108	Family and Community Partnerships
Y2 / S1	BECE201	Australian Indigenous Histories, Cultures and Identities
Y2 / S1	BECE202	Guiding and Engaging Young Children
Y2 / S1	BECE203	Visual Arts in Early Childhood
Y2 / S1	BECE204	Consolidating Professional Experience
Y2 / S2	BECE205	Science, Environment and Sustainability
Y2 / S2	BECE206	Mathematics and Numeracy in Early Childhood
Y2 / S2	BECE207	Diversity and Inclusion in EC Settings
Y2 / S2	BECE208	Establishing Professional Experience
Y3 / S1	BECE301	Music, Movement and Drama
Y3 / S1	BECE302	Emergent Readers and Writers
Y3 / S1	BECE303	Teacher as Early Childhood Researcher
Y3 / S1	BECE304	The Ready-to-Teach Professional
Y3 / S2	BECE305	Leadership, Management and Advocacy in ECE
Y3 / S2	BECE306	Transitions and Continuity of Learning
Y3 / S2	BECE307	Living and Learning in a Digital World
Y3 / S2	BECE308	Early Intervention, Disability and Diverse Needs

Subject availability, prerequisites, co-requisites and professional experience conditions are governed by the current approved course documentation for the student's intake.

[LIHE course structure and professional experience information](#)



Bachelor of Community Services

COURSE OVERVIEW AND ENTRY REQUIREMENTS

CRICOS	Duration (full time)	AQF	Course completion
117351E	36 months	7	Approved course plan and fieldwork

The course develops knowledge and applied skills for supporting individuals, families and communities in human-services settings. Two supervised fieldwork placements total 400 hours: Fieldwork 1 (150 hours) and Fieldwork 2 (250 hours).

Academic entry requirements

Australian Year 12 with ATAR 65 or equivalent (an alternative ATAR may be considered with interview), a recognised foundation program, or one year of university study. Other applicants may be assessed case by case. Assumed knowledge: Community Development and Social Change, or equivalent.

Additional conditions: Students must be 18 before Orientation Week. Interviews, portfolios or placement clearances may apply. English exemptions and alternative pathways require assessment by Admissions.

Published course-page English requirements

Test	Published minimum
IELTS Academic	6.5 overall; writing and speaking 6.0*
TOEFL iBT	80 overall; reading/writing 20, speaking/listening 18
Cambridge CAE/CPE	176 overall; writing and speaking 169
PTE Academic	64 overall; each communicative skill 55

*The domestic BCS section states IELTS 6.5 with no band below 6.0; the international section specifies writing and speaking 6.0. Admissions must confirm the applicable band requirements.

Confirmation required: Published course-page scores differ from the general English Language Entry Requirements Policy. These are course-page summaries, not a new approval of admission standards. Obtain the current approved course-specific requirements in writing from Admissions.

[Current LIHE course page](#)



BCS | Course Structure

SUBJECT LIST, COMPLETION AND REQUISITES

The current website lists subjects and requisites without semester allocation. This table reproduces that list; it does not designate every listed option as compulsory. Confirm core/elective selection and the approved completion plan with the Course Coordinator.

Code	Subject	CP	Prerequisite	Co-req.
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 Peoples	4	Nil	Nil
BCS5104	Introduction to Sociology and Politics	4	Nil	Nil
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
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
BCS5205	Social Research in Community Services	4	Nil	Nil
BCS5206	Working with Youth	4	BCS5105	Nil
BCS5207	Aged Care and Community Services	4	BCS5105	Nil
BCS5208	Community Services Fieldwork 1	4	BCS5203 + 48 CP	Nil
BCS5301	Disability and the NDIS	4	BCS5205	Nil
BCS5302	Case Management and Care Planning	4	BCS5205	Nil
BCS5303	Families and Child Wellbeing and Protection	4	BCS5205	Nil
BCS5304	Community Services Fieldwork 2	8	BCS5208 + 80 CP + one approved teaching period after BCS5208	Nil
BCS5305	Social Development and Community Services (Capstone)	4	BCS5205	BCS5304
BCS5306	Working in the Justice Systems	4	Nil	Nil
BCS5307	Domestic and Family Violence	4	Nil	Nil
BCS5308	Working Internationally	4	Nil	Nil
BCS5309	Disaster Management and Recovery	4	Nil	Nil

CP = credit points. Fieldwork runs depend on approved requisites and suitable placements. **Completion-plan check:** the original summary states 24 subjects, but its study grid shows 23 subject slots (21 core plus two electives). The revised web list includes 25 credit-bearing subjects plus Academic Literacies without core/elective labels. Obtain the approved completion plan and teaching-period dates from the Course Coordinator.

[Current BCS subject and fieldwork requirements](#)

Bachelor of Business Information Systems

COURSE OVERVIEW AND ENTRY REQUIREMENTS

CRICOS	Duration (full time)	AQF	Course completion
112283H	36 months	7	20 core + 4 electives

The course combines business knowledge with programming, data management, systems analysis, cybersecurity, cloud computing, project management and technology-enabled decision-making.

Academic entry requirements

Australian Year 12 with ATAR 65 or equivalent (an alternative ATAR may be considered with interview), a recognised foundation program, or one year of university study. Other applicants may be assessed case by case. Assumed knowledge: Mathematics Advanced (NSW HSC) or equivalent.

Additional conditions: Students must be 18 before Orientation Week. Interviews, portfolios or placement clearances may apply. English exemptions and alternative pathways require assessment by Admissions.

Published course-page English requirements

Test	Published minimum
IELTS Academic	6.0 overall; writing and speaking 5.5
TOEFL iBT	65 overall; writing 21, speaking 18
Cambridge CAE/CPE	169 overall; writing and speaking 154
PTE Academic	50 overall; writing and speaking 43

Test evidence must normally be no older than two years at course commencement. Domestic school-English evidence and approved prior study may be considered.

Confirmation required: Published course-page scores differ from the general English Language Entry Requirements Policy. These are course-page summaries, not a new approval of admission standards. Obtain the current approved course-specific requirements in writing from Admissions.

[Current LIHE course page](#)





BBIS | Course Structure

SUBJECT LIST, COMPLETION AND REQUISITES

Complete 20 core subjects and four approved electives (24 subjects; 96 credit points). Each subject is worth 4 credit points. All published co-requisites are Nil.

Core subjects

Code	Subject	Prerequisite
BIS5101	Entrepreneurship and Marketing	Nil
BIS5102	Computer Principles and Programming	Nil
BIS5103	Organisational Management	Nil
BIS5105	Principles of Accounting	Nil
BIS5104	Database Management Systems	Nil
BIS5201	Design Thinking	Nil
BIS5107	E-Commerce	Nil
BIS5108	Data Communication and Networking	Nil
BIS5106	Systems Analysis and Design	BIS5102
BIS5202	Accounting Information Systems	BIS5105
BIS5203	Website Design and Development	Nil
BIS5204	Business Ethics and Professional Perspectives	Nil
BIS5205	Object-Oriented Programming	BIS5102
BIS5303	IS Project Management	BIS5106
BIS5208	Cloud Computing	BIS5108
BIS5301	Cyber Security Management	BIS5108
BIS5302	Artificial Intelligence in Business	Nil
BIS5305	Analytics for Decision Making	BIS5106
BIS5306	Enterprise System Development	BIS5106
BIS5311	Capstone Project	20 subjects completed

Elective pool - choose four approved subjects

Code	Subject	Prerequisite
BIS5206	Human Resources Management	Nil
BIS5325	Cyber Law and Ethics	BIS5108
BIS5304	Total Quality Management	Nil
BIS5321	Big Data Analytics	12 subjects completed
BIS5322	Data Visualisation	BIS5305
BIS5323	Network System Management	BIS5108
BIS5324	Internet Routing	BIS5108
BIS5326	Enterprise Data Management and Analysis	BIS5106 + BIS5104
BIS5327	Systems Integration	BIS5106

[Current BBIS subject availability and sequencing](#)

Master of Business Information Systems

COURSE OVERVIEW AND ENTRY REQUIREMENTS

CRICOS	Duration (full time)	AQF	Course completion
112284G	24 months	9	14 core + 2 electives

The course develops advanced capabilities in business analytics, data governance, cybersecurity, digital transformation and technology project management, preparing graduates for senior and specialist information systems roles.

Academic entry requirements

An Australian bachelor degree or international equivalent. Other applicants may be assessed case by case. Assumed knowledge: Mathematics Advanced (NSW HSC) or equivalent.

Additional conditions: Students must be 18 before Orientation Week. Interviews, portfolios or placement clearances may apply. English exemptions and alternative pathways require assessment by Admissions.

Published course-page English requirements

Test	Published minimum
IELTS Academic	International: 6.5; W/S 6.0 Local*: 6.0; W/S 5.5
TOEFL iBT	International: 86; W 21/S 18 Local*: 65; W 21/S 18
Cambridge CAE/CPE	International: 176; W/S 169 Local*: 169; W/S 154
PTE Academic	International: 58; W/S 52 Local*: 50; W/S 43

*Local = local applicants relying on international qualifications in the domestic section. The international section also refers to these applicants but states higher scores. W/S = writing/speaking. Admissions must confirm the applicable category.

Confirmation required: Published course-page scores differ from the general English Language Entry Requirements Policy. These are course-page summaries, not a new approval of admission standards. Obtain the current approved course-specific requirements in writing from Admissions.

[Current LIHE course page](#)



MBIS | Course Structure

SUBJECT LIST, COMPLETION AND REQUISITES

Complete 14 core subjects and two approved electives (16 subjects; 64 credit points). Each subject is worth 4 credit points. Study plans must respect prerequisites and co-requisites.

Core subjects

Code	Subject	Prerequisite	Co-req.
BIS7101	Business Information Analysis	Nil	Nil
BIS7102	Database Management Systems	Nil	Nil
BIS7103	Business Data Communications and Networking	Nil	Nil
BIS7104	Entrepreneurship and Management	Nil	Nil
BIS7105	E-Business Models	Nil	Nil
BIS7106	Web Design and Development	Nil	Nil
BIS7107	Operations Management	Nil	Nil
BIS7108	Design Thinking	Nil	Nil
BIS7201	Cloud Computing for Business	BIS7103	Nil
BIS7202	Cyber Law in Practice	Nil	BIS7201
BIS7203	IS Project Management	BIS7101	Nil
BIS7204	Enterprise Information Systems	BIS7102	Nil
BIS7205	Data Governance and Ethics	BIS7201	Nil
BIS7211	Capstone Project	12 subjects completed	Nil

Elective groups - two approved electives

Business Intelligence: BIS7221 and BIS7222. Cyber Security Analytics: BIS7231 and BIS7232. Confirm the approved elective combination with the Course Coordinator.

Code	Subject	Prerequisite	Co-req.
BIS7221	Big Data Analytics	BIS7101 + BIS7102	Nil
BIS7222	Data Mining for Business Analytics	BIS7101	Nil
BIS7231	Information Security Management	BIS7103	Nil
BIS7232	Cyber Forensics	BIS7202	Nil

[Current MBIS subject availability and sequencing](#)





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 and Admissions

EVIDENCE, APPROVAL AND APPLICATION PATHWAYS

Detailed academic and published English requirements are presented with each course in this handbook. The current approved course-specific requirements and written offer determine the conditions applicable to an applicant.

Evidence and validity

Provide certified academic records, identity documents and valid English evidence. BBIS, BCS and MBIS course pages normally require test evidence no older than two years at commencement. Confirm the BECE evidence timing and any exemptions directly with Admissions.

Alternative pathways and equity

Recognised foundation study, prior higher education, relevant VET and work/life experience may support approved pathways where permitted. Assessment is case by case. Alternative pathways do not waive mandatory English, professional, inherent or placement requirements.

Recognition of prior learning

Prior learning may support an approved admission pathway or an application for credit after admission. The same evidence will not normally be used both to establish eligibility and obtain credit. Credit must preserve learning outcomes and qualification integrity.

Course-specific conditions

BECE requires the Suitability to Teach Survey and Interview and a current WWCC. Students must meet placement checks and professional experience conditions. LIHE requires students to be at least 18 before Orientation Week.

Published information requiring confirmation

The general English policy and course pages publish different score thresholds. MBIS applicant categories overlap; BCS domestic and international IELTS band wording differs. BCS's revised web subject list also does not identify semester allocation or the complete core/elective selection. Admissions and the Course Coordinator must confirm the approved requirements in writing before an offer or individual course plan is issued.

[LIHE policies and procedures](#)

[Contact Admissions / Student Services](#)

Editorial verification date: 12 October 2026. This date records the information check; it is not a governance approval date.



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

AMOUNTS RETAINED FROM THE SUPPLIED 2026 HANDBOOK (AUD)

Course	Domestic / year	International / year
BCS	\$19,800	\$19,800
BECE	\$21,800	\$21,800
BBIS	\$19,800	\$19,800
MBIS	\$21,800	\$21,800

Administrative fees

Charge description	Amount
Enrolment / application fee	\$250
Overdue tuition - 7 days	\$200
Overdue tuition - 14 days	\$400
Re-enrolment / change of enrolment	\$200
Enrolment cancellation	\$100
Late enrolment	\$50
Change of CoE details before commencement	\$50
Change of CoE details after commencement	\$100
Cancellation and course variation	\$200
Deferral of initial enrolment	\$0
Credit transfer per subject	\$100
Refund processing	\$150
Reinstatement	\$200
Transfer processing	\$250
Re-issue of record results	\$50
Failure to notify non-attendance at off-campus examinations	\$130
Registered post within Australia	\$10
Express Post with signature within Australia	\$15
Courier / registered international post	\$25
Academic transcript - digital and physical copy	\$15
Interim transcript	\$10
Graduation attendance - gown hire and two guest tickets	\$250
Extra graduation guest ticket	\$150
Graduating in absentia - registered post within Australia	\$25
Graduating in absentia - courier / registered international post	\$65
Replacement Student ID card	\$10
Card payment charge (as per card provider)	Up to 2.5%
Late return of library items	\$1 per day
Accommodation - determined by third party	Various
Airport pick-up - determined by third party	Various
Printing	Various

A fee must be disclosed through an approved schedule, written agreement or service notice. Fees may be reviewed; the current approved fee schedule and the student's Letter of Offer are authoritative.

[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

Current transfer restriction

The Australian Government temporarily extended the transfer restriction period for non-school overseas students from six to twelve calendar months of their principal course from 2 October 2026 until 30 June 2027. The restriction reverts to six months on 1 July 2027. Check the current National Code and applicable exceptions before applying to transfer.

Transferring from another provider

If a release is required under Standard 7, the releasing provider records it in PRISMS; a physical release letter is not required. LIHE must confirm release or an applicable exception before accepting a restricted transfer.

Transferring to another provider

Apply through LIHE's International Student Transfer Policy and Procedures during the applicable restriction period. LIHE assesses the request, considers the student's interests and welfare, and provides a written decision, reasons and appeal information. An approved release is recorded in PRISMS. Once the restriction period is complete, follow LIHE withdrawal processes and consider visa, fee and progression implications.

Course duration

International students are expected to complete within the duration on their Confirmation of Enrolment. An extension is allowed only in circumstances permitted by the National Code, including compassionate or compelling circumstances, an intervention strategy, or approved deferral or suspension. Apply in writing with evidence and continue meeting course and visa obligations while the request is assessed.

Study load

An approved load must support timely completion and progression. A reduced load requires prior approval and may affect fees, progression and visa arrangements.

[Government update: transfer restriction period](#)

[LIHE policies and procedures](#)



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

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: _____

Revised layout and link edition | Editorial check: 12 October 2026

Document owner: Registrar | Scope: four courses in the supplied 2026 handbook

Course and English policy discrepancies require LIHE confirmation (see Admissions).

