



# Southern Cross Institute





# Acknowledgement

*SCI acknowledges the Traditional Custodians and Elders of Country throughout Australia, and their connection to land, sea and community.*

*We specifically acknowledge the Traditional Custodians of the **Darug** land on which our Institute resides. We pay our respects to Aboriginal and Torres Strait Islander Elders past, present and emerging.*

*We recognise the continuation of the cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander Peoples*

# **Welcome to Southern Cross Institute (SCI)**

**New Student Orientation  
Semester 2, 2026  
29 June 2026**





## **Message**

# **Chair of the Governing Council**

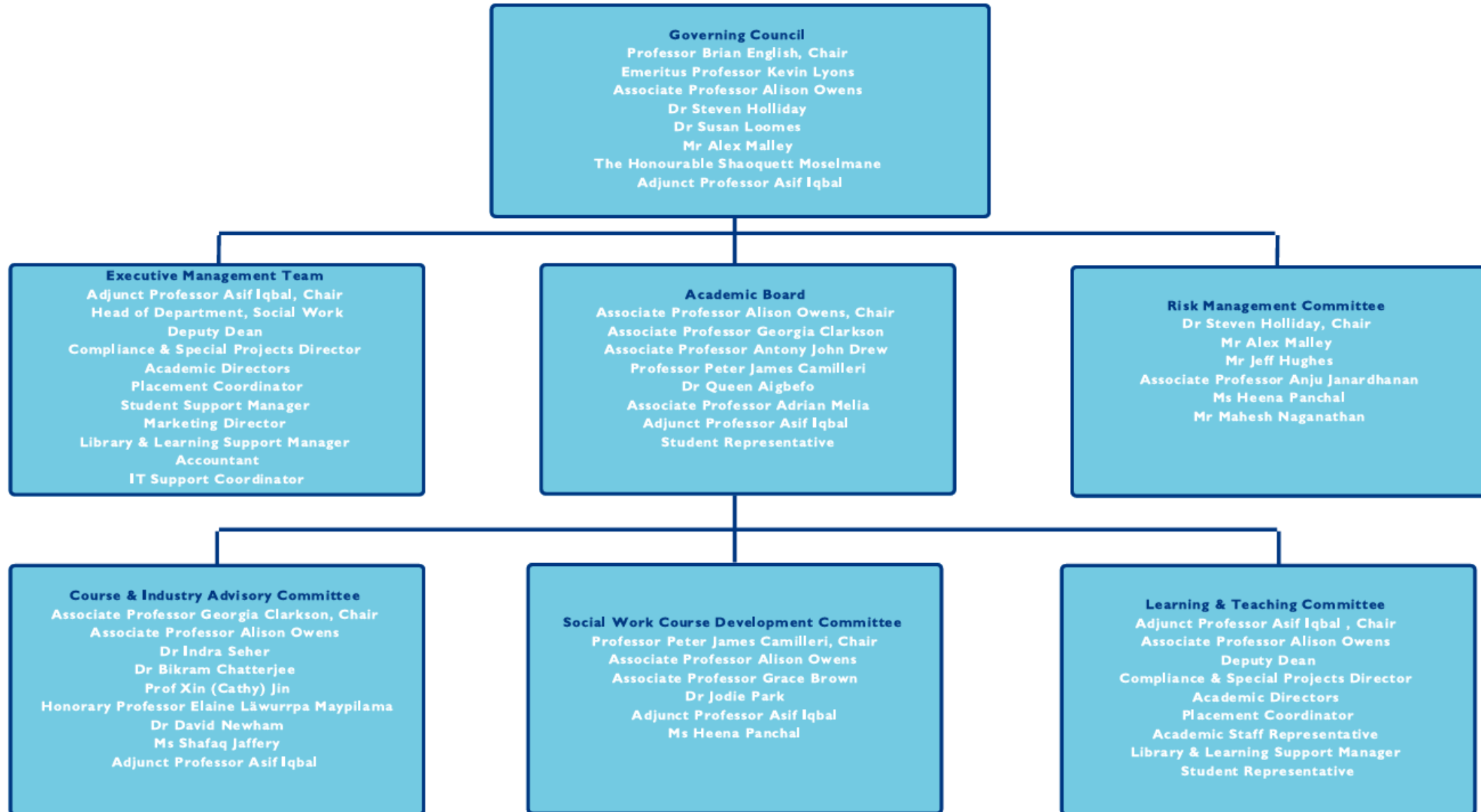
A very warm welcome to SCI. We are a dynamic institute offering an innovative and exciting course delivered by enthusiastic, dedicated and highly qualified staff. Education is the most valuable investment that we can make in the quality and success of our own lives and the life and progress of our wider society. Proper education is much more than just information transfer. It provides us with skills in thinking, reasoning, analyzing and evaluating ideas, policies, processes and actions.

Specially designed courses offered at SCI are aimed at providing the basic skills necessary for professional lives after graduation. Such education occurs best when there is personal contact with highly qualified and engaged staff, in company with fellow students and access to relevant experiences. As an SCI graduate, you will emerge as a competent and confident practitioner in your chosen profession, committed to continued learning throughout your career.

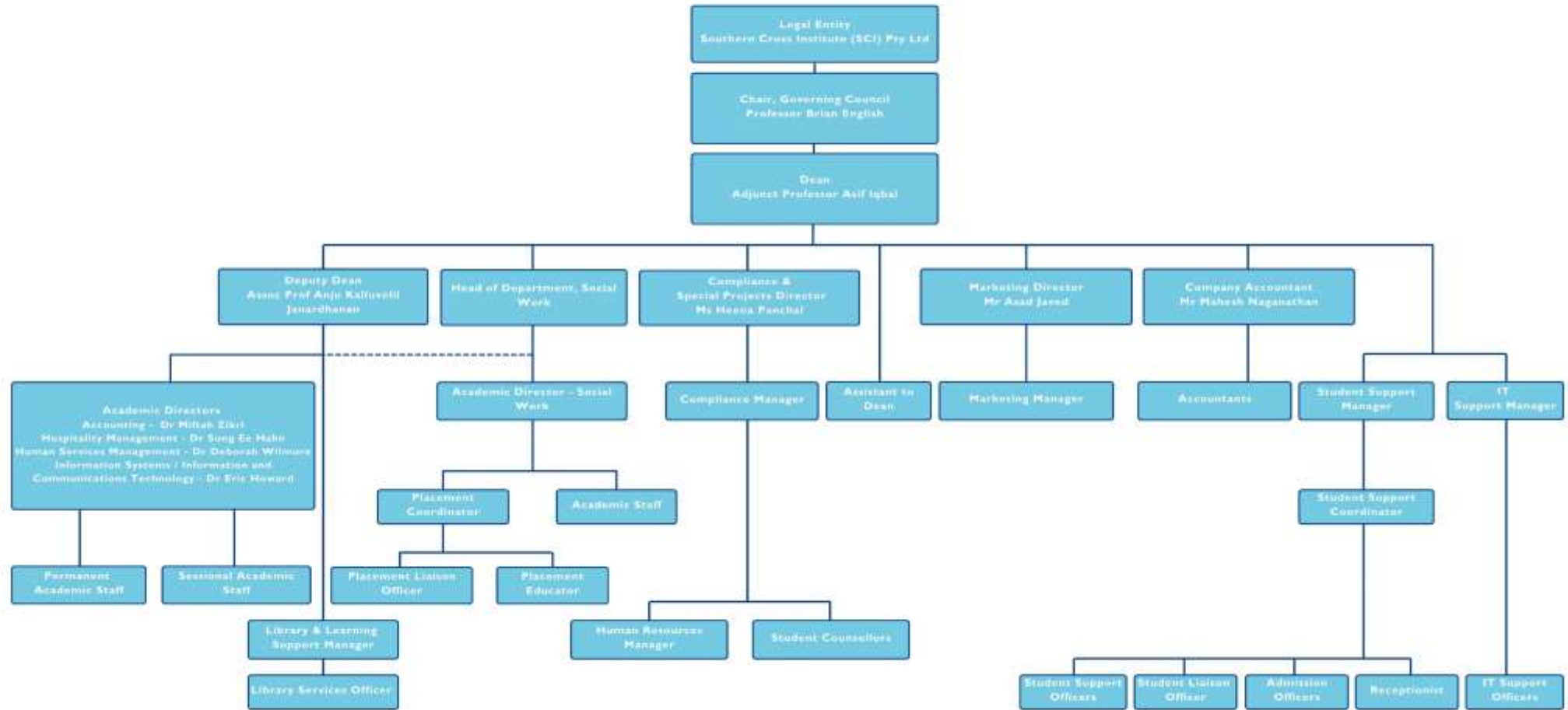
Very best wishes for your studies with us.

Professor Brian English,  
Chair of the Governing Council

## Governance Structure



## Organisational Chart





**SCI Parramatta**  
**Campus**  
Level 2, 1-3 Fitzwilliam  
Street,  
PARRAMATTA NSW 2150



# SCI Emergency Evacuation Plan

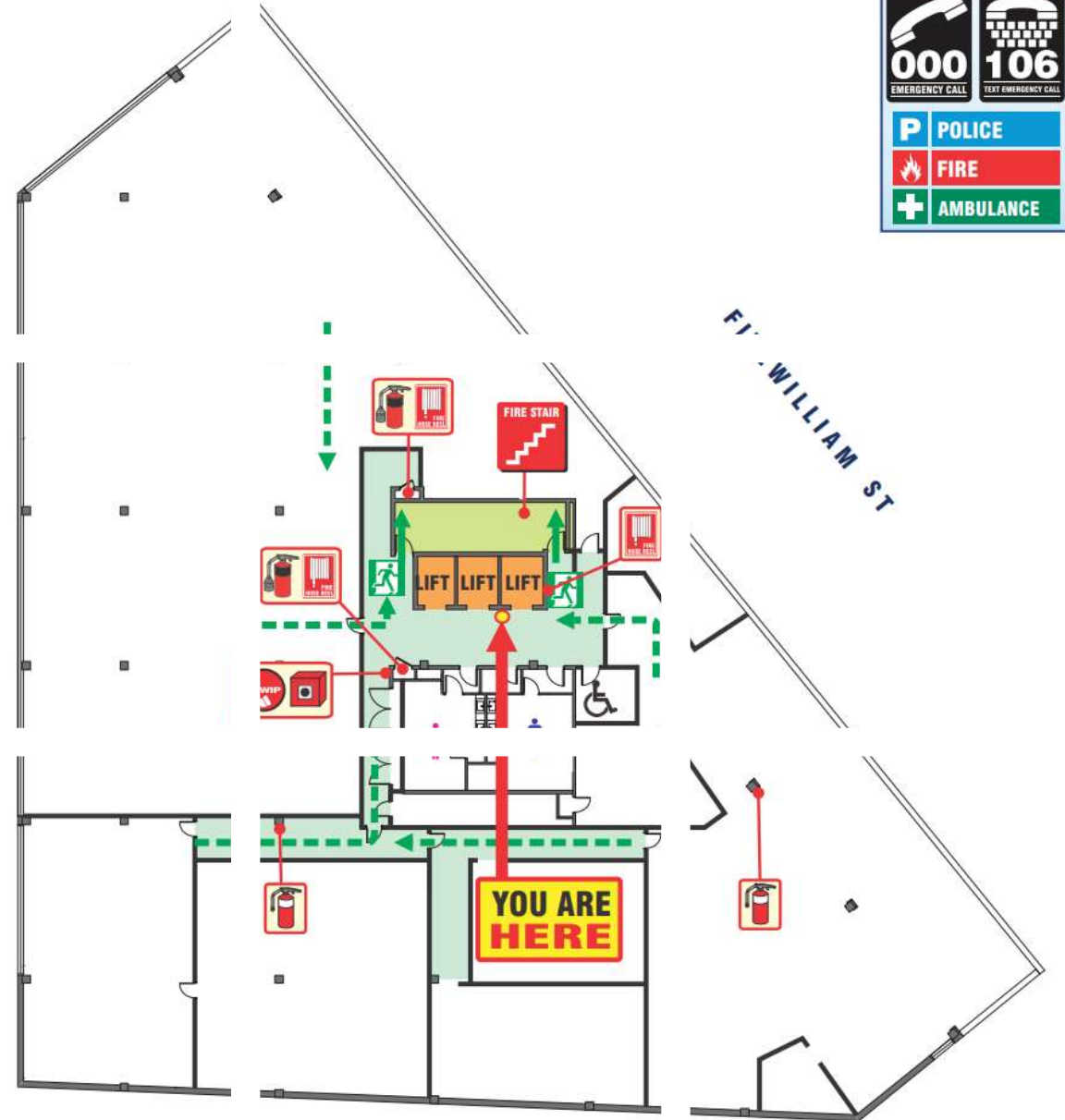
## Level 2, 1-3 Fitzwilliam Street, PARRAMATTA NSW 2150



IREHORSE LN

### LEGEND

- Exit
- Exit Path
- Fire Extinguisher (DCP)
- Fire Extinguisher (CO2)
- Fire Hose Reel
- Manual Call
- Warden Intercom Point Phone
- Fire Hydrant

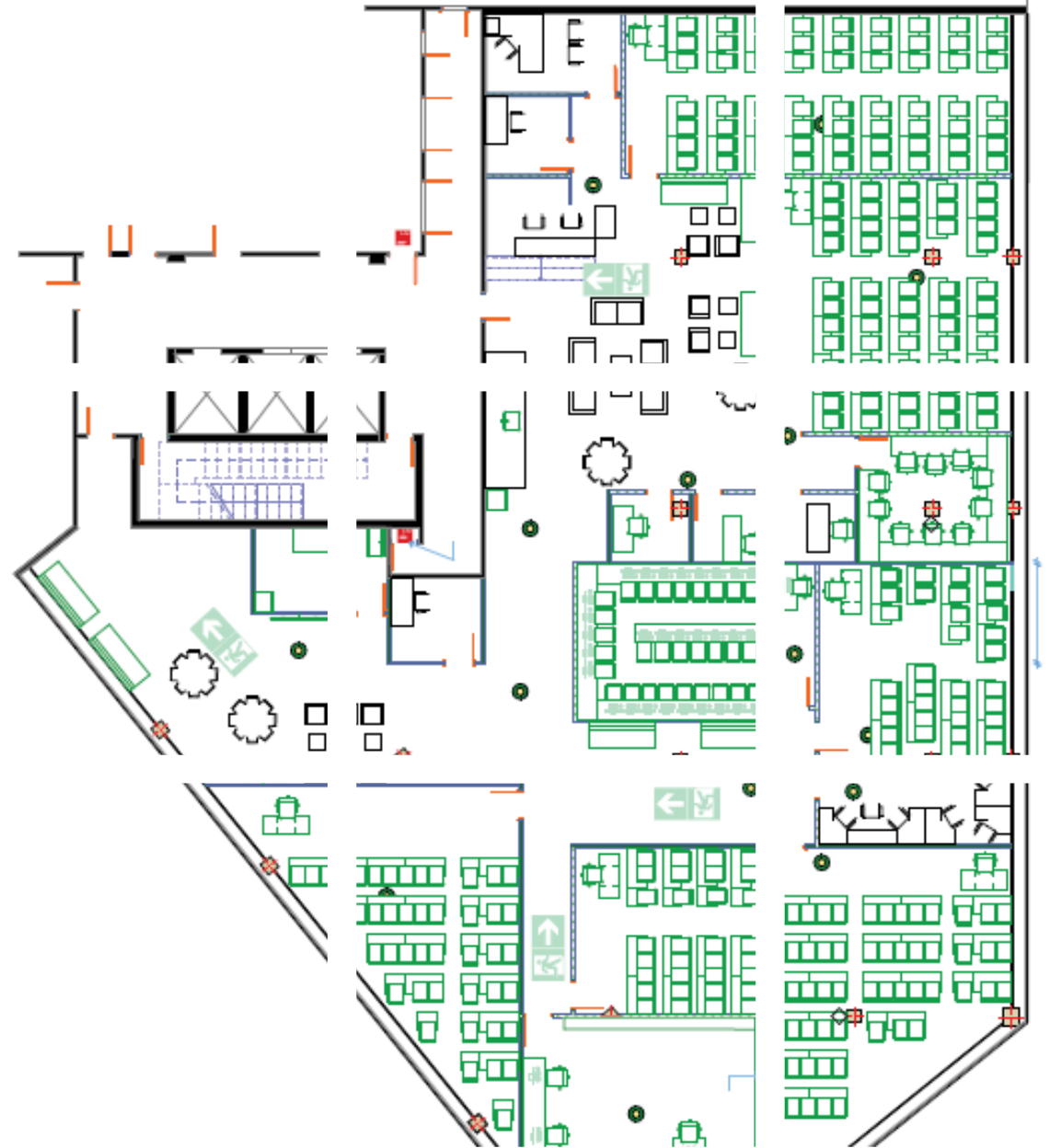




# SCI Floor Plan

## Level 2, 1-3

### Fitzwilliam Street, PARRAMATTA NSW 2150



# SCI Floor Plan & Emergency Evacuation Plan

Level 6, 31-39 Macquarie  
Street, PARRAMATTA  
NSW 2150



# SCI Campus Rules



- Smoking is prohibited throughout the building including the foyer, fire exits, toilets, and lifts.
- On hearing an evacuation alarm, or on the instructions of emergency control personnel, immediately cease all activity, secure personal valuables, and leave the Campus building. Stay calm, and do not panic.
- In a fire, do not use the lift to evacuate the building.
- Evacuate the Campus building using the nearest and safest fire exit. Follow the most direct route to the exit.
- Move to the closest, assembly area or as directed by staff/emergency services. Remain at the assembly area until the all-clear has been given.
- Staff in charge of a class are responsible for an orderly evacuation. Please follow their instructions.

**Adj Prof Asif Iqbal**

Dean & CEO

**Assoc Prof Anju Kalluvelil Janardhanan**

Deputy Dean

**Dr Song EE Hahn**

Academic Director - Hospitality Management

**Dr Eric Howard**

Academic Director – Information Systems & Information and Communications Technology

**Dr Deborah Wilmore**

Academic Director – Human Services Management

**Dr Miftah Zikri**

Academic Director – Accounting

# Key Academic Staff





# **Adj Prof Asif Iqbal**

**Dean & CEO**

**Assoc Prof  
Anju Kalluvelil  
Janardhanan**

**Deputy Dean**





# Dr Song EE Hahn

Academic Director,  
Hospitality Management

# Dr Eric Howard

Academic Director,  
Information Systems &  
Information and Communications  
Technology





**Dr Deborah Wilmore**  
**Academic Director,**  
**Human Services Management**

# Dr Miftah Zikri

Academic Director -  
Accounting



# Bachelor of Business

## Course Structure

SCI Bachelor of Business course has the following delivery structure:

- 3 years of full-time face-to-face classroom-based teaching delivered over 6 semesters;
- Each semester is of 16-weeks duration (1-week orientation + 12-weeks delivery + 1-week study break + 2-weeks exam period);
- 24 units; 10 credit points (cps) per unit;
- 240 credit points to complete the program;
- Each class includes 4 contact hours per week, divided into lecture and tutorial components (2 hours lecture + 2 hours tutorial);
- For each contact hour, 1½ hours of independent study is expected from students for every face-to-face hour (4 + 6 = 10 hours workload per unit per week);
- Full-time student workload: 4 units x 10 hours per unit = 40 hours per week.

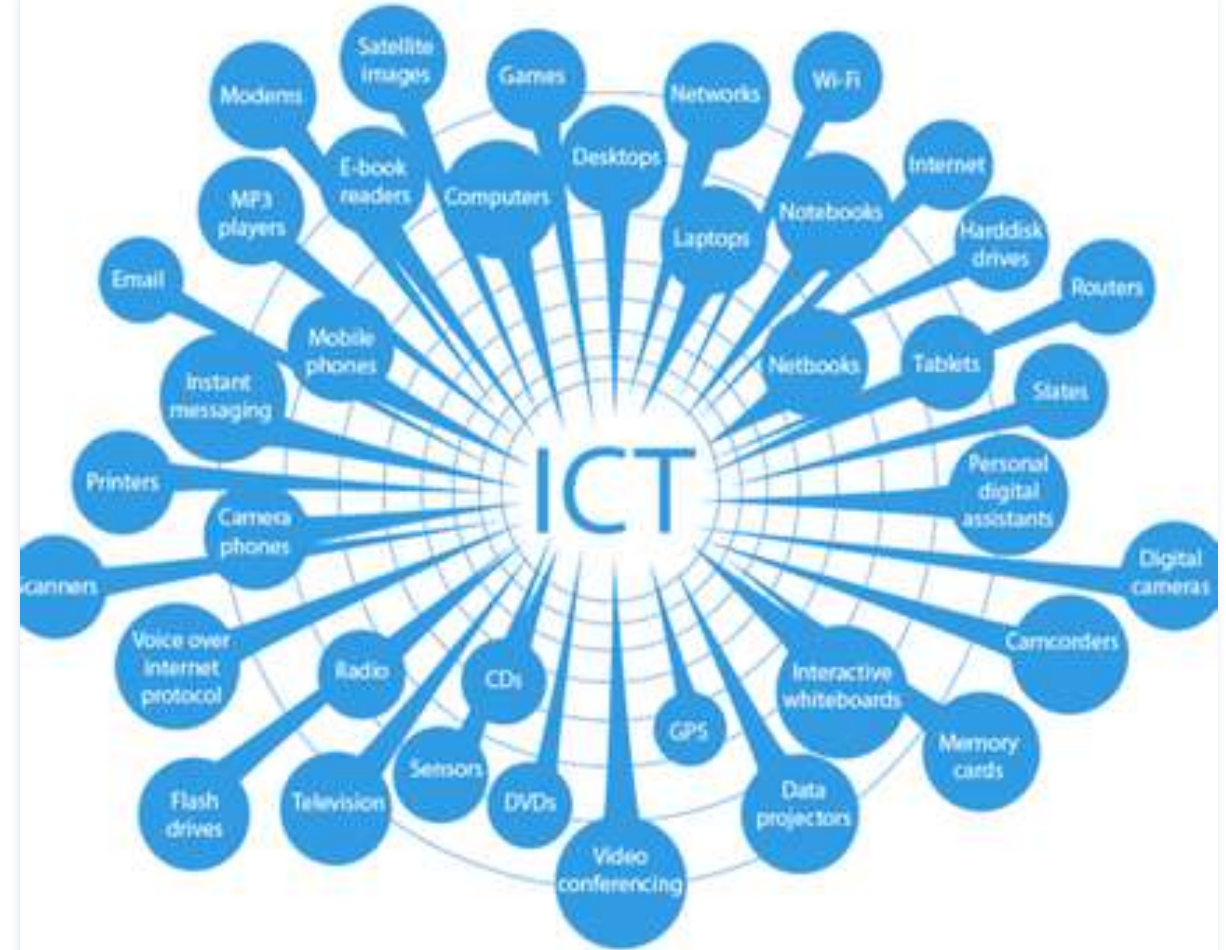


# Master of Information and Communications Technology (MICT)

## Course Structure

SCI Master of Information and Communications Technology (MICT) course has the following delivery structure:

- 2 years of full-time face-to-face classroom-based teaching delivered over 4 semesters;
- Each semester is of 16-weeks duration (1-week orientation + 12-weeks delivery + 1-week study break + 2-weeks exam period);
- 16 units; 20 credit points (cps) per unit, except for ICT Capstone Project, which is 40 credit points;
- 320 credit points to complete the program;
- Each class includes 4 contact hours per week, divided into lecture and tutorial components (2 hours lecture + 2 hours tutorial);
- For each contact hour, 1½ hours of independent study is expected from students for every face-to-face hour (4 + 6 = 10 hours workload per unit per week);
- Full-time student workload: 4 units x 10 hours per unit = 40 hours per week.



# Academic Calendar & Planner – Semester 2, 2026

Academic Calendar & Planner: Semester 2, 2026

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
0	29-Jun New Student Orientation	29 June – 3 July SI 2026 Results Release Week			3-July New Student Orientation	4-July	5-July	
1	6-July Study Period Begin	7-July	8-July	9-July	10-July	11-July	12-July	
2	13-July	14-July	15-July	16-July	17-July Enrolment Close	18-July	19-July	
3	20-July	21-July	22-July	23-July	24-July	25-July	26-July	
4	27-July	28-July	29-July	30-July	31-July Census Date	1-Aug	2-Aug	
5	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	
6	10-Aug	11-Aug	12-Aug	13-Aug	14-Aug	15-Aug	16-Aug	
7	17-Aug	18-Aug	19-Aug	20-Aug	21-Aug	22-Aug	23-Aug	
8	24-Aug	25-Aug	26-Aug	27-Aug	28-Aug	29-Aug	30-Aug	
9	31-Aug	1-Sep	2-Sep	3-Sep	4-Sep	5-Sep	6-Sep	
10	7-Sep	8-Sep	9-Sep	10-Sep	11-Sep	12-Sep	13-Sep	
11	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep	
12	21-Sep	22-Sep	23-Sep	24-Sep	25-Sep	26-Sep Study Period End	27-Sep	
13	28-Sep Exam Preparation Week	29-Sep Exam Preparation Week	30-Sep Exam Preparation Week	1-Oct Exam Preparation Week	2-Oct Exam Preparation Week	3-Oct	4-Oct	
14	5-Oct Labour Day	6 Oct – 9 Oct S2 2026 Exam / Assessment Marking Week						11-Oct
15	12 Oct – 16 Oct S2 2026 Exam / Assessment Marking Week					17-Oct	18-Oct	

# Student ID Card



SCI Student ID Card is the only official/acceptable form of ID for all students at SCI. It is important for all students to obtain and use their Student ID Card for:

- Identification
- Entry to exams
- Library borrowing



[ssc@sci.edu.au](mailto:ssc@sci.edu.au)



## Login

Login to OASIS, or contact Student Support Officer for assistance at [sso@sci.edu.au](mailto:sso@sci.edu.au)  
+61 2 9066 6902



## Set up your email

Login to your student email account and forward your emails to your personal account, or contact Student Support Officer for assistance at [sso@sci.edu.au](mailto:sso@sci.edu.au)  
+61 2 9066 6902



## Check your timetable

Login to Mashed to check your timetable, or contact Student Support Officer for assistance at [sso@sci.edu.au](mailto:sso@sci.edu.au)  
+61 2 9066 6902



## Explore

Explore your OASIS for each course and find your Unit Outline and information about your assessment tasks

# SCI Website – [www.sci.edu.au](http://www.sci.edu.au)

The screenshot shows the Southern Cross Institute website. At the top, the browser address bar displays 'Southern Cross Institute' and 'www.sci.edu.au'. The main navigation menu includes 'About SCI', 'Courses', 'Future Student', 'Current Student', 'Contact Us', and 'ESOS Framework'. Below this, a secondary navigation bar features 'About SCI' (with a building icon), 'International Students' (with a group of people icon), and 'Domestic Students' (with a graduation cap icon). The central content area is a large image collage of students in a modern learning environment. Below the collage, there are three columns of text:

- About SCI:** At SCI we support individual students on an engaging learning and rewarding journey. By the time you complete the degree you will be work-ready graduates equipped to anticipate and meet the demands of tomorrow. [Learn More](#)
- International Students:** Admission to Southern Cross Institute is based on meeting some entry for your course. For International Students, please refer to [Admissions information](#) for more information. [Learn More](#)
- Domestic Students:** Admission to Southern Cross institute is on the basis of meeting some entry for your course. For Domestic Students, please refer to [Admissions information](#) for more information. [Learn More](#)

The bottom of the page shows a Windows taskbar with the date '24/11/2025' and time '9:11 AM'.

# SCI Meshed – Your Online Portal



Not Logged In  Home  Login  Forgot Password?


Course Information

Student Application

Agent Registration

Agent List

## Welcome to Meshed Higher-Ed Education Management System

 Meshed Higher-Ed is an enterprise education management system that offers the capabilities to manage and streamline the business processes of a higher education provider. Meshed Higher-Ed is a smart integration of several modules that deliver an opportunity to rationalize day-to-day operation of higher education provider. For example, Meshed Higher-Ed has various portals, access to relevant user groups such as student portal for student, teacher portal for lecturers/tutors/teachers and agent portal for agents.

Further Meshed Higher-Ed has departmental portals to provide system access to different Staff groups such as Student Services, Campus Manager, Academic Manager, Finance Team etc.

If you have any trouble accessing or navigating through Meshed Higher-Ed platform, please contact your System Administrator: [itsupport@sci.edu.au](mailto:itsupport@sci.edu.au)




### Login

Username

Password

Keep me logged in

Login



SOUTHERN CROSS  
INSTITUTE

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

# OASIS (eLearning) Login



## Student Support at SCI

To facilitate a positive and successful transition for students and promote their well-being, SCI currently offers the following support services:

- Administrative/Academic Support;
- Aboriginal and Torres Strait Islander Student Support;
- Academic and Career Consultation;
- Health and/or Disability Services Support;
- Mental Health & wellbeing
- Support for 'At-Risk' Students;
- English Language Support;
- Academic Counselling Sessions;
- Learning Support Sessions;
- For details, please refer to policies on SCI website [sci.edu.au](https://sci.edu.au)

# Wellbeing Support

## Sexual Harassment and Assault Policy and Procedure

Link – [https://sci.edu.au/download/sexual-harassment-policy-and-procedure\\_v1-1/?wpdmdl=8081&refresh=69854937d2abb1770342711](https://sci.edu.au/download/sexual-harassment-policy-and-procedure_v1-1/?wpdmdl=8081&refresh=69854937d2abb1770342711)

## SCI's Wellbeing Support – We Hear You!

Link - <https://sci.edu.au/wellbeing-support-we-hear-you/>



# Policies & Procedures



# STUDENT HANDBOOK

## **SCI Student Handbook**

The handbook contains SCI Policies and Procedures.

SCI Student Handbook is available on SCI website and at Reception Desk.

# Procedure for Claiming Refund

Submit  
Completed  
Refund  
Application  
Form to  
[sso@sci.edu.au](mailto:sso@sci.edu.au)

If Approved:  
Refund Paid  
Within 20  
working days

For Appeals:  
See “Student  
Grievance  
Management  
Policy and  
Procedure”

## Refund Application

- ❖ If you are not satisfied with the outcome of your refund application, you have a right to appeal that decision in accordance with the Student Grievance Management Policy and Procedure.



# Grievance Management Procedure



- **Formal Grievance Management Procedure**
- Academic grievances may include:
  - matters of academic advancement;
  - assessments including examinations and other evaluations;
  - course curriculum, and/or;
  - awards in a course of study.
- Non-academic grievances cover all other matters, including complaints about private information held by the Institute with respect to the student.



# Grievance Management Procedure

- Formal complaint must be lodged by submitting *Student Grievance Application Form*;
- Investigation commences and the student is notified within five (5) working days of receipt of the form;
- Student notified of the outcome within ten (10) working days of grievance being received;
- The Institute retains a register of official complaints and grievances and activities made in compliance with the *Records Management Policy and Procedure*.



# Deferral, Suspension and Cancellation

## ➤ **Deferral**

Students who wish to defer the commencement date of their course must advise the Institute in writing by completing the Request for Deferral Form. The Form must be accompanied by documentation clearly demonstrating the compassionate or compelling reasons for deferment.

## ➤ **Suspension of Study or Cancellation of Enrolment**

The Institution reserves the right to suspend or cancel a student's enrolment for reasons, including but not limited to academic and non-academic misconduct, non-payment of fees, failure to maintain satisfactory course progress or failure to maintain attendance requirements and breach of academic integrity

For further details, please refer to the Deferral, Suspension and Cancellation Policy and Procedure

# Academic Integrity

- SCI takes all cases of academic misconduct seriously. The students and staff are subject to penalties for committing academic misconduct;
- Library & Learning Support Manager is the Academic Conduct Officer who is responsible for identifying and reporting possible academic misconduct activity and educating students about scholarly practice and academic integrity;
- All of academic integrity breaches will be reported and recorded in Academic Misconduct Register;
- Students must complete Academic Integrity module before the start of the Program;



# Learning Support Sessions

## □ Odd Weeks

	Tuesday	Wednesday	Thursday	Friday
8:30 am - 9:00 am				By appointment only
1:00 pm - 1:30 pm	Formal and professional writing	What is plagiarism (and how to avoid it)?	Referencing	

## □ Even Weeks

	Tuesday	Wednesday	Thursday	Friday
8:30 am - 9:00 am	English language skills for academic success			By appointment only
1:00 pm - 1:30 pm		Research with ProQuest	Study skills and exam preparation	

Reach out to the Learning Support Office at [iso@sci.edu.au](mailto:iso@sci.edu.au) and [library@sci.edu.au](mailto:library@sci.edu.au)



# Your Study at SCI Learning Support

SCI provides ongoing and timely additional learning support to students through structured Learning Support Sessions to facilitate further development of learning skills and to improve English language proficiency.

Modules	Topics
Module 1	English language skills for academic success
Module 2	Study skills and exam preparation
Module 3	Formal and professional writing
Module 4	Referencing
Module 5	Research with ProQuest
Module 6	Plagiarism (and how to avoid it)



# Library



Library & Learning Support



library@sci.edu.au  
Iso@sci.edu.au



SCI library home and search page can be reached at:



<https://southerncross.softlinkhosting.com.au/liberty/libraryHome.do>

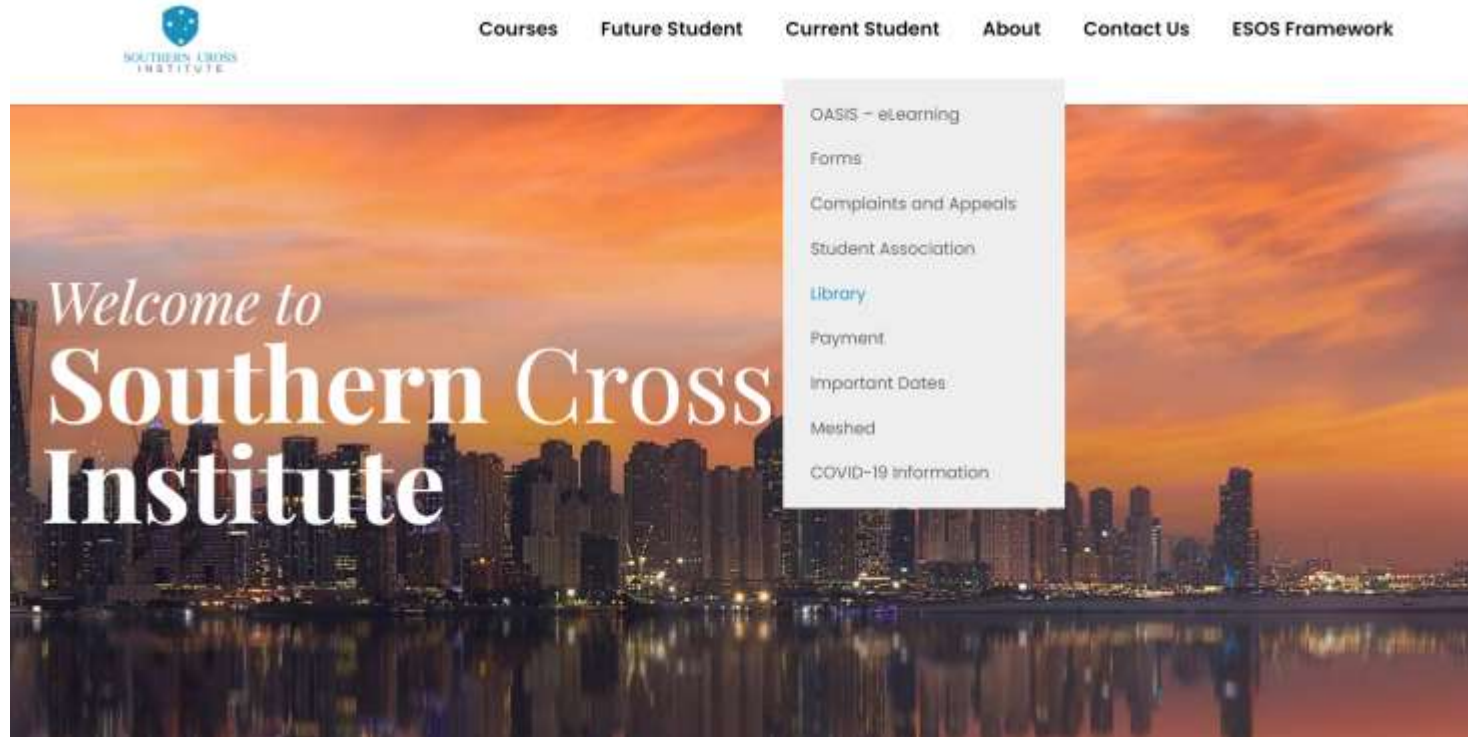


SCI OASIS page can be reached at:



<https://elearning.sci.edu.au/login/>

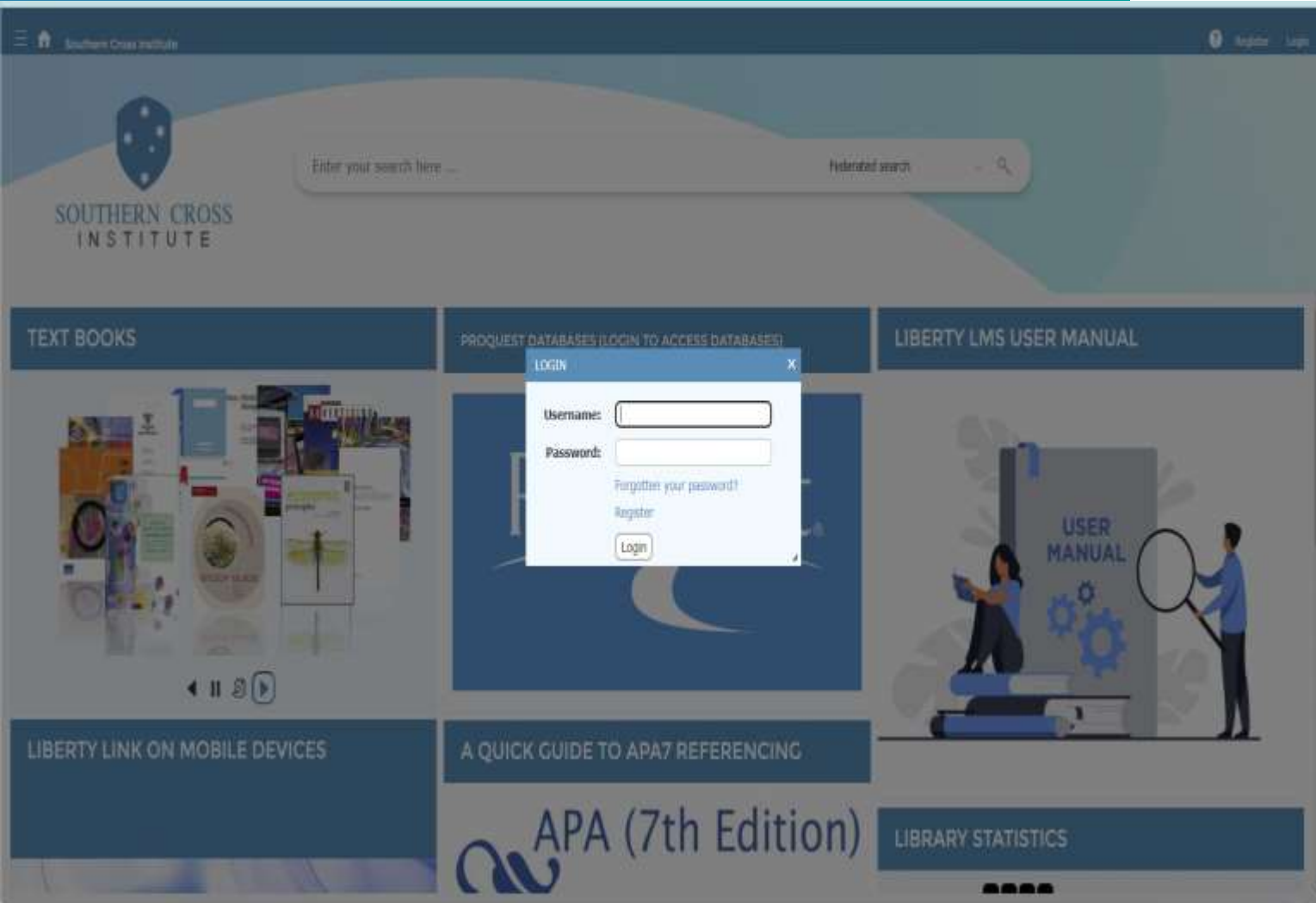
# Library



Find the catalogue at <https://sci.edu.au/>

- > Current Students > Library
- Browse the collection
- Check availability
- Renew loans
- Access ProQuest
- Update library account

# Library



## Where to find the catalogue

[www.sci.edu.au](http://www.sci.edu.au) > Current Students > Library

- Search the catalogue
- Check availability
- Renew loans
- Access ProQuest
- Update library password

# Life in Australia for International Students

**Student Visa**

**Accommodation**

**Tax File Number  
(TFN)**

**Overseas Health  
Cover**

<https://www.study.nsw.gov.au/>

**Transportation  
in Sydney and  
wider NSW**





# Medical Services

## Parramatta Medical Centre Entrada Building,

- Shop 2, 20 Victoria Rd In Entrada
- Centre Phone: (02) 9762 1041
- Business Hours: 8:00 am – 7:00 pm (Mon – Fri) / 9:00 am – 3:30 pm (Sat – Sun)

## Argyle Street Medical Centre

- Cnr Argyle & Marsden St, Paramatta NSW 2150
- Phone: (02) 9893 8733
- Business Hours: 8:00 am – 6:30 pm (Mon – Fri) / 9:00 am – 5:00 pm (Sat – Sun)

# Recreational Activities



## Luna Park

1 Olympic Drive, Milsons Point NSW 2061

## Manly Water Works

Cnr West Esplanade & Commonwealth Parade,  
MANLY NSW 2095



# Sydney Beaches

## Caution at the Beach

- ⑩ Always swim between the flags.
- ⑩ Do not swim alone.
- ⑩ Be careful of unexpected high waves.
- ⑩ Be careful of leaving personal belongings on the beach.
- ⑩ Always swim in patrolled areas.
- ⑩ Protect yourself from the sun – sunscreen, hat, shirt & sunglasses.



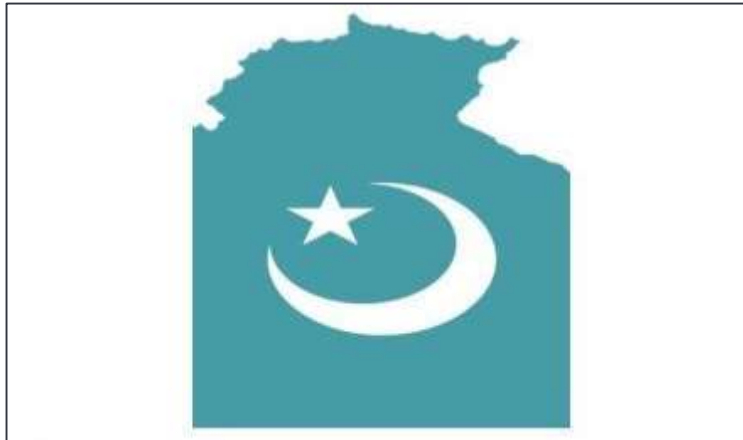
Bondi Beach



Manly Beach

# Places of Worship

Australia is a multicultural society where most religions are represented and respected. A listing is available in the SCI Student Handbook and at the Reception for local Churches, other places of worship.





**Thank you for  
choosing to  
study at SCI**



**Australian Government**  
**Tertiary Education Quality and Standards Agency**



Tel: +61 2 9066 6902

Email: [info@sci.edu.au](mailto:info@sci.edu.au)

Website: [www.sci.edu.au](http://www.sci.edu.au)

Level 2, 1-3 Fitzwilliam Street,  
PARRAMATTA NSW 2150

Level 6, 31-39 Macquarie Street,  
PARRAMATTA NSW 2150