



ROYAL BRISBANE INSTITUTE OF TECHNOLOGY
DEPARTMENT OF SINOLOGY STUDIES
皇家布里斯本技術學院漢學系

STUDENT HANDBOOK

- Getting Started
- Safe & Nurturing Environment
- Student Support
- Focus on Academics & Life Skills

Student hub

For more information:
www.rbit.qld.edu.au/students



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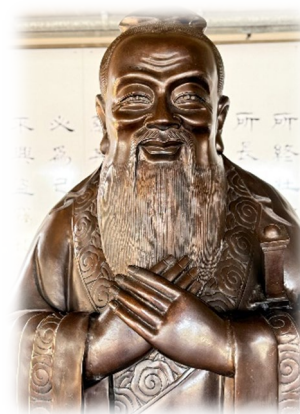
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Section 1 : Introduction

1. Welcome

Welcome to the Royal Brisbane Institute of Technology (RBIT). RBIT provides a supportive and structured learning environment focused on academic excellence, ethical values, and personal development. Our programs aim to develop both professional competence and strong character.



This handbook outlines your rights, responsibilities, and key information to support your studies. Please read it carefully and refer to it throughout your enrolment.

RBIT is committed to compliance with the **SRT0 2025 Standards** and, where applicable, the **ESOS Act and National Code 2018**.

We encourage you to engage actively in your learning and make full use of the support available to you.

2. Vision and Mission

Vision: To teach enduring values that support respectful, knowledgeable, and globally aware individuals.

Mission: To provide high-quality education grounded in ethics, cultural understanding, and academic excellence.

3. About RBIT

RBIT is a registered training organisation (RTO) and CRICOS provider delivering quality education to domestic and international students. We specialise in culturally rich programs including Sinology and Buddhist Studies, supported by structured training, academic governance, and student support services.

Our programs integrate vocational training with values-based learning, reflecting a commitment to academic integrity, discipline, and cultural understanding.

RBIT's educational philosophy is inspired by the late Venerable Master Chin Kung, whose lifelong dedication to education, ethics, and intercultural understanding continues to guide the Institute.

RBIT is committed to:

- Quality training and assessment
- Regulatory compliance and governance
- Student support and wellbeing
- Continuous improvement

4. Contact Details

- Phone: +61 7 4549 3702
- Email: info@rbit.qld.edu.au
- Website: www.rbit.qld.edu.au



5. RBIT's Mentor

RBIT's Mentor

RBIT is inspired by the teachings and educational philosophy of the late Venerable Master Chin Kung, 1927–2022

Master Chin Kung dedicated more than six decades to the promotion of Buddhist education, ethical learning, and interfaith understanding. He was the founder and president of the Pure Land Learning College Association Inc. (PLLCA) and held numerous leadership and honorary academic roles internationally.

His honours include:

- Permanent Honorary President of The Association of Master Chin Kung's Friends at UNESCO
- Director of the Academy of Sinology at the University of Wales Trinity Saint David
- Honorary doctorates and professorships from institutions including Griffith University and the University of Southern Queensland (Australia), the University of Wales (UK), and Syarif Hidayatullah State Islamic University (Indonesia)

Master Chin Kung was appointed as a Member of the Order of Australia (AM) and received honorary citizenship in Toowoomba (Australia), Dallas (USA), and the State of Texas. He was widely recognised for his contributions to education, intercultural dialogue, and global harmony through teaching and public lectures.

RBIT honours this legacy by fostering a learning environment grounded in respect, ethics, cultural understanding, and academic excellence.

6. RBIT's courses

For the most updated information on the course details and course durations, please visit <https://www.rbit.qld.edu.au/courses>

#	Qualification or Accredited Course Name	VET National Code	CRICOS Course Code	Duration (Study Weeks + Break Weeks)
1	Certificate III in Sinology Studies	11409NAT	120079A	85 (70+15)
2	Certificate IV in Sinology Studies	10958NAT	107754B	96 (78+18)
3	Advanced Diploma of Sinology Studies	11126NAT	112617B	95 (82+13)
4	Graduate Diploma of Sinology Studies	11134NAT	112620G	105 (92+13)
5	Advanced Diploma of Buddhist Studies	11127NAT	112618A	100 (87+13)
6	Graduate Diploma of Buddhist Studies	11128NAT	112619M	118 (105+13)
7	Certificate IV in English Language Teaching (TESOL)	11021NAT	N/A	12-18 months
8	Diploma of English Language Teaching (TESOL)	11020NAT	N/A	18-24 months
9	ELICOS General English (Elementary to Advanced) *Non Nationally Recognised Training	N/A	097446A	60 (50+12)

Section 2 : Enrolment, Visa and Welfare

7. Enrolment Process

Enrolment involves:

- Submission of application and supporting documents
- Assessment against entry requirements
- Issuance of Letter of Offer and Written Agreement
- Acceptance and payment of fees
- Issuance of Confirmation of Enrolment (CoE) for international students

Note: The Letter of Offer must be signed before any payments can be accepted. Students must ensure all information provided is accurate and complete.



8. Student Visa Conditions

International students must comply with all visa conditions, including:

- Maintaining enrolment in a registered course
- Maintaining satisfactory course progress and attendance
- Maintaining valid OSHC for the duration of study
- Notifying RBIT of contact details within 7 days of any change
- Complying with work restrictions
- Remaining enrolled with RBIT for the required period before transferring

Failure to comply may result in reporting to the Department of Home Affairs.

9. Overseas Student Health Cover (OSHC)

OSHC is mandatory for all international students. It assists with medical and hospital expenses while in Australia.

Students must:

- Maintain continuous OSHC coverage

- Ensure cover remains valid for the entire stay

OSHC generally does not cover dental, optical, or physiotherapy services unless specified.

10. Accommodation and Welfare (All Students, including Under 18)

RBIT supports students in securing safe and appropriate accommodation.

- For full-time Sinology and Buddhist Studies students, boarding is mandatory at Pure Land Guest House, located next to the RBIT campus.
- Accommodation is provided year-round, including term breaks and holidays.
- All students must:
 - maintain suitable living arrangements
 - comply with accommodation rules
 - inform RBIT of any welfare concerns
- RBIT may provide guidance or referrals to external support services where required.

11. Under 18 students

RBIT takes responsibility for students under 18 in accordance with National Code requirements.

For under-18 students:

- Approved accommodation and welfare arrangements are **mandatory** under the National Code.
- A Confirmation of Appropriate Accommodation and Welfare (**CAAW**) may be issued upon confirmation of both the above.
- Students must remain in **approved arrangements at all times**.
- Any changes require **prior written approval from RBIT**.

RBIT monitors the well-being of under-18 students and maintains communication with guardians where required.

12. Campus Life, Attendance and Progress Monitoring

Your academic progress, attendance, and well-being are monitored by your Trainer and the academic team.

- Regular meetings will be arranged to:
 - review your course progress
 - discuss academic matters and support needs

13. Course Progress and Attendance

RBIT monitors student progress and engagement.

Students are expected to:

- Attend all scheduled classes
- Participate actively in learning and assessment
- Progress through units in line with course requirements

Where a student is identified at risk, RBIT will implement intervention strategies and provide support.



14. Changes to Enrolment

Students may request:

- Deferment (before commencement)
- Suspension (temporary break)

Requests are assessed based on compassionate and compelling circumstances.

RBIT may also suspend or cancel enrolment due to:

- Misconduct
- Non-payment of fees
- Unsatisfactory progress

Students have access to complaints and appeals processes.

15. Protection of Tuition Fees Paid

RBIT complies with the Australian Government's Tuition Protection Service (TPS) requirements for international students.

- The TPS protects students if a provider is unable to deliver a course.
- Students may be:
 - placed in a suitable alternative course, or
 - refunded unused prepaid tuition fees.
- If RBIT does not meet its obligations, the TPS will assist in arranging an alternative or providing a refund.
- Refunds cover the **unused portion of prepaid tuition fees**.
- For more information, visit the Tuition Protection Service website.

16. Legislation Information for International Students

Australia's **Education Services for Overseas Students (ESOS) Framework** governs education for international students.

- It includes:
 - ESOS Act 2000/ ESOS Regulations/ National Code 2018
- These laws:
 - protect international students,
 - ensure providers meet quality and compliance standards,
 - support students in meeting visa conditions (attendance and academic progress)
- For more information, visit:
 - [Australian Government Department of Education and Training - Information for international students](#)
 - Australian Government Department of Education and Training - International Student Fact Sheet
- **Visa Information**
 - [Australian Government Department of Home Affairs – Student Visa](#)
 - [Welfare arrangements for Under 18 international students](#)

Section 3 Pre-Arrival

17. Preparation checklist

Students should prepare the following before arriving in Australia:

- Valid passport and visa
- Confirmation of Enrolment (CoE)
- OSHC details
- Accommodation arrangements
- Financial readiness
- Students are encouraged to familiarise themselves with Australian laws and RBIT expectations prior to arrival.

18. What to Bring & Arrival Information

- **Declare all items** on your Incoming Passenger Card – fines apply for non-declaration.
- Check prohibited items via Australian Border Force.
- **Pack light** – baggage limits apply; most items can be purchased in Australia.

19. Clothing & Weather

- Seasons are opposite to the Northern Hemisphere.
- Bring **warm clothing** for winter (June–Aug), especially for Toowoomba.
- Casual wear is suitable for most daily activities.

20. Personal Items (optional)

- Essentials: toiletries, prescriptions, spare glasses
- Useful: sunscreen, sunglasses, small personal items for study/living

21. Electrical Items

- Australia uses **230V, 3-pin plugs** → adaptor may be required

22. Before Arrival

- Incoming Passenger Card is a **legal document** – declare food, plant, or animal items
- Declare **cash over AUD \$10,000**
- Avoid carrying large cash; use bank transfer instead



Section 4 : : : : : Living in Australia



23. Students' responsibilities

Students should:

- Respect Australian laws and community standards
- Understand emergency procedures
- Access support services when required

24. Emergency

Emergency Number: 000

Students should also be aware of cultural differences and adapt respectfully to the Australian environment.

25. Time Zones

- Toowoomba, Queensland, operates on the **GMT +10** (AEST) time zone
- No daylight saving in Queensland
- Typically, **2 hours ahead of many Asian countries** (e.g. China, Singapore)

26. Important contacts

Department of Home Affairs (DHA)

Brisbane office 299 Adelaide Street Brisbane QLD 4000

Office hours: 0900-1600 Monday - Friday

Phone: 131 881

Consulate-General of The People's Republic of China in Brisbane

79 Adelaide St, Brisbane City QLD 4000, Australia

Office hours: Monday and Friday only 9 am to 12 pm.

Closed on other days.

Phone: +61 7 3210 6509

27. Typical payments at Point of Sales (POS)

Cash is typically accepted, and Electronic funds transfer at point of sale (EFTPOS) payments are also widely available at most Point of Sales (POS) like 7 Eleven, Supermarkets, retail stores, restaurants, clinics, etc. Customers pay directly via a bankcard, credit card or debit card.

Section 5 : Studying at RBIT

28. Orientation

All students must attend orientation before commencing studies. Orientation provides key information on:

- Course structure
- Student support
- Policies and procedures
- Health and safety



29. Training and Assessment

RBIT delivers training and assessment in accordance with training package requirements.

Assessment may include:

- Written tasks
- Practical demonstrations
- Projects
- Observations

30. Competency-Based Assessment

Students are assessed as:

- Competent (C)
- Not Yet Competent (NYC)

Students deemed NYC will be given opportunities for reassessment.

31. Student Support

RBIT provides support services, including:

- Academic support
- LLN assistance
- Welfare support
- External referrals where required

32. Student Code of Conduct

Students must:

- Act respectfully
- Follow instructions
- Maintain appropriate behaviour

Misconduct may result in disciplinary action.

33. Academic Integrity

Students must:

- Submit their own work
- Avoid plagiarism and cheating

Breaches may result in penalties.

34. Use of Facilities

Students must use facilities responsibly and follow all safety and operational guidelines.

35. Certification

Upon successful completion and payment of fees, students will receive:

- Qualification Certificate, or
- Statement of Attainment

36. Feedback

RBIT values student feedback and uses it to improve services and quality.

Section 6 : : : : Student related

37. Policies and Procedures

Students must comply with RBIT policies, including:

- Complaints and Appeals Policy
- Deferment and Suspension Policy
- Student Code of Conduct Policy
- Privacy Policy

All policies are available on the RBIT website.

38. End of Student Handbook

This handbook is reviewed regularly to ensure compliance with SRT0 2025, ESOS Act requirements, and continuous improvement in student services.