

# Prospective Students

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## Can you give an outline of the course?

The Sir Zelman Cowen Centre at Victoria University's Law School has offered the Graduate Certificate in Australian Migration Law and Practice since 1 July 2006.

Victoria University has taught migration law to students as part of the migration agent's knowledge entry examination (MAPKE), and under the regime prior to MAPKE, for the past 15 years. It is one of the most experienced providers of migration education in Australia.

Graduates must complete four mandatory subjects to be awarded the Graduate Certificate in Migration Law and Practice. The University course code for the Graduate Certificate is BTAL.

The subjects are:

- BLO5605 Australian Migration Law and MARA
- BLO5606 Australia's Visa System
- BLO5607 Visa Compliance, Cancellation and Review
- BLO5608 Applied Migration Law and Practice

Our website provides the outline for the course, and you are advised to read them first. 99% of the questions you may have are answered within the brochure and this FAQ page so view these pages and if you still have any questions, contact the Centre via [immlaw@vu.edu.au](mailto:immlaw@vu.edu.au).

## What are my employment prospects if I do this course?

Many students who have successfully completed our course and passed the prescribed MARA requirements become Registered Migration Agents. Others find employment with Law firms or larger migration companies, public and private, while some may work for voluntary organisations. As with any qualification, the opportunities widens, however it is dependent upon an individual's inner drive to determine how far he or she wants to go.

## Is it possible to do the course by correspondence?

Yes. It is possible to do this course via our off campus mode of study. Students are given access to the particular subject on the specific date provided on the semester timetable. The course is highly intensive. You are expected to spend considerable time studying and doing homework/assessments/self quizzes.

## Study Requirements?

Many postgraduate students have work, family and other commitments. It is important that you plan your time commitment to this course when you enrol. As a guide to planning, each unit of study requires between 90 to 120 hours of study, including attendance at class, assessment and learning activities.

**Work, family, travel and personal commitments are not acceptable reasons for granting extensions or special consideration, other than in exceptional circumstances.**

When planning your enrolment you need to decide that you have the available time to commit to your study load. What are you going to give up?

## Do I have to undertake the subjects in order?

Yes, BLO5605 provides essential foundation knowledge for migration law, with the remaining subjects building on this knowledge. The subject commencement dates are staggered to allow for this.

## How do I apply for the Course?

Please follow the links that are available at our website. Prospective students must firstly download and complete the **2011 [Higher Education Direct Admission/Supplementary Information Form](#)**

It is important to ensure that you provide with your application form certified copies of any additional documents required in the form.

Please do **NOT** fax your application directly to the Sir Zelman Cowen Centre or submit it via the ONLINE tool.

The Cowen Centre will notify you via letter or email of the outcome of your application and send you the relevant forms to complete once the selection committee has reviewed your application. Applicants are generally notified within 2 weeks after the application closing date.

## Who can enrol and what are the pre-requisites to do this course?

The course is open to the general public. If you are an Australian Citizen or Permanent Resident, you may apply for this course. Proof of citizenship or PR status will be requested at time of enrolment

To qualify for admission to the program, you should have completed a degree or relevant diploma .

In the absence of formal qualifications, you should have training and work experience to indicate your ability to undertake the course successfully. We also offer the Professional Certificate – an Introduction Short Course in Immigration Law for those students who do not have the required admission qualifications. Please refer to our website for dates and brochure.

You need to have the aptitude to undertake tertiary studies and sufficient proficiency in English to understand the intense law course contents.

Students must meet Victoria University's admission application requirements. This includes an International English Language Testing System (IELTS) minimum score of 7.0 with a minimum of 6.5 for each module.

## Can I become a Registered Migration Agent after this course?

A student who achieves a **50% pass rate in each item** of the common assessment task and an overall of 50% in each of the four prescribed units of study in the Graduate Certificate of Migration Law and Practice is eligible to apply for registration as a migration agent. The University will notify MARA that a student has obtained a mark of 50% or above in each of the four units of study.

For further information Contact Migration Agent Registration Authority (MARA) at their webpage [www.themara.com.au](http://www.themara.com.au)

## Can you tell me about the courses assessment?

Your subject lecturer will confirm all details regarding assessment for a unit of study during the first week of classes.

In a MARA prescribed examination notice dated 31 May 2006, the new examination prescribed under s.289A(c) of the Migration Act 1958 for registration as a migration agent is described as *'the common assessment items for registration', which form part of the Graduate Certificate in Australian Migration Law and Practice at the Australian National University, Griffith University, Murdoch University and Victoria University.*

As a result each unit of study in the Graduate Certificate of Australian Migration Law & Practice will contain an exam which is a common assessment provided by the Migration Agents Registration Authority (MARA). The MARA examination are administered by the four providers around Australia and marked according to common marking standards. Moderation of marking occurs.

The Authority has subsumed the requirements for the completion of a Prescribed Invigilated Examination within the requirements for completion of the Prescribed Course. This means that at the conclusion of each unit, students will need to attend an exam venue as set by the university and undertake an invigilated exam.

In order for you to pass each unit of study and be eligible for registration with MARA **you must pass the exam in each unit of study and receive at least 50% for the entire subject.** Revision sessions are held prior to each examination.

If you fail any item of assessment you may be eligible for a supplementary exam if you fall within the university's policy of an overall grade.

## What types of assessment do students undertake in the course?

The majority of the assessments for the Graduate Certificate are assignments completed from home requiring the student to analyse a migration issue and present it in an essay-style format. An exam is also held for each subject which is common to all Graduate Certificate of Australian Migration Law & Practice providers in Australia. The bulk of assessment for BLO5608 is practical base, with students required to undertake a mock phone interview, file note, and client letter.

## What does the course cost?

Each subject in the course costs \$2306.50 which is the standard university postgraduate fee. Therefore the cost for all 4 subjects is \$9226.00. Please note these prices are subject to any changes in the standard Victoria University postgraduate course fee.

## Is there a discount/concession for students, voluntary community workers or the unemployed?

No. If you are an Australian Citizen you may apply for Fee-Help. The forms are provided to you at the enrolment centre once your application has been through the selection process.

## How long does the course run for?

You may enrol in the course as a fulltime student undertaking all 4 subjects in one semester. Alternatively, to study part-time – you may enrol in either 1 or 2 subjects per semester.

## What is the cancellation/withdrawal policy?

If you wish to completely withdraw from studies and avoid any financial liability, you must complete a **Course Withdrawal Application** form and lodge it with the Faculty Office, along with your student ID card and legislation folders by the appropriate census date. However it is recommended that you discuss your study options with your Course Coordinator before making the decision to withdraw.

If you wish to resume studies in the future it will be necessary for you to re-apply for admission via the normal channels. Course withdrawals received after census date will attract a \$63 processing fee. Withdrawals received after census date will also attract HECS HELP or FEE HELP / tuition fees and an academic penalty.

## What is WEBCT?

Students enrolled in the Graduate Certificate course will be granted admission to WebCT, our Online Learning Centre. The Learning Centre provides access to course materials such as class PowerPoint presentations, lecture notes, assessment tasks, assessment due dates, legislation etc. WebCT's facilities such as discussion boards and online chat provide a forum for students to communicate with other students, and to post questions for other students. Lecturers also regularly view the discussion boards to provide feedback and to assist in any common problems that may be occurring.

Students submit all tasks through WebCT, creating flexibility for students as they can submit assignments anywhere where there is an internet connection. Feedbacks for assessments are also loaded up into the online learning centre.

**\*\* Students MUST be computer literate and possess a current windows package in order to access all information\*\***

## **What materials are provided to me while I study this course?**

All students are given access to subject notes, legislation, academic resources, lecture PowerPoint slides, migration specific resources as well as advice on how to improve their academic writing.

Each student is entitled to a hard-copy set of legislation folders. Face to face students are provided with these materials at the commencement of BLO5605 (subject A). Off campus students can arrange to pick up a set of folders during the course held at Sydney, or otherwise at the commencement of the semester from the Queen St campus. If you are unable to make it to any of these campuses, we can send the folders to you at the small cost of postage.

Off campus students are provided with additional learning modules which are designed to cover the course's content in a manner which can be self taught.

## **What are the different modes of study?**

Student can choose to study the course either face to face or off campus. Face to face weekend courses are held in Melbourne and Sydney with the 2 weekends allocated per subject. To see dates available for the next intake, please go to [www.vu.edu.au/szcc](http://www.vu.edu.au/szcc).

## **Does the cost of the course vary depending on what mode you study it?**

No, the standard university fee per postgraduate subject applies to both modes of study.

## **What's the difference between off campus and face to face?**

Off campus students are granted access to a separate area of WebCT which enables them to complete online tutorial quizzes to enhance their knowledge of the course. All students are given the opportunity to participate in student-teacher consultations. Off campus students are given the additional assistance of online workshops which provide the opportunity for students to discuss immigration matters with one of the lecturers. Off campus students are also provided with online tutorials/classes that they can participate in as set out in the semester schedule.

## **Where are the Student Service Centres located?**

For information on where the nearest Student Service Centre is located, please visit the VU website

## Contact the Cowen Centre

**Course Coordinator:** +61 3 9919 1810

**Student Administration Officer:** +61 3 9919 1812 or +61 3 9919 1811

**Fax:** +61 3 9919 1817

Level 2, 295 Queen St  
Melbourne

**Email:** [immlaw@vu.edu.au](mailto:immlaw@vu.edu.au)

### Postal Address

PO BOX 14428  
Melbourne VIC 8001