



**Central Institute
of Technology
+ Innovation**



Central Institute of Technology and Innovation

Student Prospectus

2026

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of Technology
+ Innovation**

Central Institute of Technology and Innovation
Student Prospectus 2026
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Contents

A Welcome from the CEO.....	1
1. Introduction.....	2
1.1 Our Story	2
1.2 Mission and Vision Statement.....	2
1.3 Our Values.....	3
1.4 Our Commitment.....	3
1.5 Registration and Accreditation	3
1.6 Australian Computer Society (ACS) Accreditation	3
2. Applying for a Course	5
2.1 Admission Criteria	5
2.2 How to Apply	5
2.3 Course Delivery	6
2.4 Academic Calendar	6
2.5 Key Dates for Students	7
2.6 Recognition for Prior Learning (RPL)	7
2.7 Explanation of Advanced Standing, Credit Transfer, and Recognition of Prior Learning (RPL)	8
2.8 Advanced Standing Assessment Process	9
2.9 Reduced Course Duration	10
3. Undergraduate Course – Bachelor of Information Technology and Innovation	
12	
3.1 Course Details (BITI).....	12
3.2 Career Opportunities (BITI)	13



3.3	Admissions Criteria (BITI).....	15
3.4	English Language Requirements for Admission (BITI)	16
3.5	Bachelor of Information Technology and Innovation Course Structure....	16
4.	Postgraduate Course - Master of Information Technology and Innovation.....	22
4.1	Course Details (MITI).....	22
4.2	Career Opportunities (MITI)	23
4.3	Admissions Criteria (MITI)	25
4.4	English Language Requirements for Admission (MITI)	26
4.5	Master of Information Technology and Innovation Course Structure.....	27
5.	Fees, Scholarships, and Financial Support	31
5.1	Tuition Fees.....	31
5.2	Your Fee Statement.....	31
5.3	Tuition Fee Increases	32
5.4	Course and Unit Fees.....	32
5.5	Current Non-Tuition Fees	32
5.6	Payment of Fees.....	33
5.7	Payment Options.....	34
5.8	Scholarships and Financial Aid.....	34
5.9	Awards and Prizes.....	35
5.10	Payment Plans	37
6.	Student Services and Support	38
6.1	Our Student Services Team.....	38
6.2	Student Orientation Program	38
6.3	Personal Support	38



6.4	English Language and Academic Support	39
6.5	Library and Resources	39
6.6	Career Support Services	39
6.7	Support for Students with Differing Needs	40
7.	Course Progression, Leave of Absence, and Cancellation or Suspension of Enrolment	41
7.1	Unsatisfactory Progress	41
7.2	What Happens after Suspension or Exclusion	41
7.3	Deferment of Enrolment: Leave of Absence	42
7.4	Attendance and Engagement	42
7.5	Support for "At-Risk" Students	43
7.6	Cancellation or Suspension of Enrolment	43
7.7	Reporting Unsatisfactory Progress (Overseas Students)	44
7.8	Course Extensions	44
7.9	Appeals Prior to Reporting or Cancellation	44
7.10	Consideration of Student Wellbeing	44
8.	Student Grievances, Complaints, and Appeals	46
8.1	What You Can Complain About	46
8.2	Informal Complaints	46
8.3	Formal Complaints	47
8.4	National Student Ombudsman	47
8.5	International Students and Notification of Intention to Report	48
9.	Policies and Procedures	49
10.	Campus Location, Facilities and Resources	50



10.1	Our Location	50
10.2	Our Facilities	50
10.3	Our Independent and Collaborative Learning Spaces.....	51
10.4	Our Innovation Hubs.....	51
10.5	IT Systems Access	51
10.6	IT-Support.....	52
11.	Student Rights and Responsibilities	53
11.1	Expectations Regarding Behaviour.....	53
11.2	Code of Conduct.....	53
11.3	Academic Integrity	54
11.4	Participation in the Educational Community.....	54
11.5	Get Involved.....	54
12.	Contact Information.....	55
12.1	Our Office Hours	55
12.2	Our Contact Details.....	55
13.	Information for International Students.....	56
13.1	Student Visa Requirements	56
13.2	Student Accommodation: Your Home Away from Home	56
13.3	Cultural Adjustment Support	57
13.4	Coping with Culture Shock.....	57
14.	Cost of Living in Sydney.....	58
14.1	Cost of Living Calculator.....	58
14.2	General Living Costs.....	58
15.	Disclaimer.....	60



**Central Institute
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A Welcome from the CEO

Welcome to the Central Institute of Technology and Innovation (CITI). We invite you to join our vibrant learning community, where innovative courses are designed to equip you with the skills and knowledge needed to succeed in today's fast-changing world.

Our modern campus, located in Surry Hills next to Central Station, provides a dynamic and supportive environment with access to state-of-the-art facilities, Innovation Hubs, and student support services. Sydney offers an exciting lifestyle with beautiful beaches, parks, cultural attractions, cafes, restaurants, and excellent transport links, making it an ideal city to study and live.

We look forward to welcoming you to CITI and supporting you on your journey of learning, growth, and achievement.

Professor Shannon Kennedy-Clark
Chief Executive Officer



1. Introduction

This prospectus provides prospective students with an overview of the courses, facilities, and services offered at the Central Institute of Technology and Innovation (CITI). It is designed to help you explore your study options, understand the learning opportunities available, and get a sense of life on campus and in Sydney.

Whether you are seeking information about course structure, support services, or campus life, this guide aims to give you the essential details to make informed decisions about your education and experience at CITI.

1.1 Our Story

Since its foundation in 2022, CITI has focused on innovation in Information Technology (IT), combining campus-based learning with cutting-edge technology. Our courses are designed to keep you at the forefront of the IT sector, providing both the knowledge and practical skills needed to excel in your career. At CITI, you are more than a student—you are part of a vibrant learning community. We welcome both Australian and international students, offering support to help you succeed academically, socially, and professionally while adjusting to life in Australia. Your journey with us is designed to be enriching, empowering, and preparing you for the future of IT.

1.2 Mission and Vision Statement

Study innovative courses designed to prepare you for a career in an Information Technology (IT) and Innovation role. Our mission and purpose are to provide a transformative educational experience in IT and related fields for our students. Our purpose is to transform the lives of our students through a positive learning experience where students are at the centre of all that we do. Our vision is to create work-ready graduates who will help shape tomorrow's future.



1.3 Our Values

At CITI, we value:

- quality education focusing on social and cultural inclusion
- respecting and fostering diversity
- ethical and sustainable business and educational practices
- rigorous standards of scholarship
- work-ready student outcomes
- innovation and flexibility in our approach to teaching and learning

1.4 Our Commitment

We have a strong commitment to our student learning community. We want all our students to achieve their goals, and we are committed to providing students with a flexible and positive learning experience because we understand the diverse needs of our students. We are committed to creating an inclusive learning environment that fosters community, innovation, and creativity in IT and related fields. We are committed to building and growing relationships with our industry partners so that our courses remain current and adaptable to the market so that our students graduate confident in their skills and knowledge and ready to contribute to the workplace.

1.5 Registration and Accreditation

The Institute is accredited by the Tertiary Education Quality and Standards Agency (TEQSA) as a registered higher education provider, ensuring that all courses meet nationally regulated standards of quality, governance, and academic excellence. Our Australian Business Number (ABN): 35 663 709 911.

1.6 Australian Computer Society (ACS)

Accreditation

Our courses have been designed to meet the standards for professional recognition by the Australian Computer Society (ACS), the premier professional association for Australia's Information and Communication Technology (ICT) sector. We are currently in the process of seeking accreditation from ACS, which represents over 47,000



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members across various sectors including industry, government, and education. Once accredited, our graduates will be eligible for ACS membership, further enhancing their professional recognition and career opportunities within the ICT industry.



2. Applying for a Course

2.1 Admission Criteria

We welcome students from diverse backgrounds to apply for our innovative courses. To apply, prospective students must follow the guidelines detailed in the Admissions Guidelines.

- Applicants must be at least 18 years old by the commencement of their studies.
- Entry requirements vary by program.
- For our Master degrees, applicants need an Australian or equivalent international Bachelor degree in a cognate discipline or relevant work experience of at least two years in the last three years. International students must also demonstrate English proficiency with a minimum IELTS score of 6.5, or equivalent.
- For our Bachelor degrees, applicants should have an Australian senior secondary qualification with a minimum ATAR of 60 or equivalent international qualifications.
- Alternative entry pathways are available for mature-age students and those without traditional qualifications, including recognised prior learning and articulation agreements with ELICOS, VET, and higher education diploma providers.
- Detailed information about English language requirements and specific entry criteria can be found on the Admissions page on www.citi.nsw.edu.au. Our admissions process ensures fairness, transparency, and adherence to the highest educational standards, paving the way for your success At CITI.

2.2 How to Apply

We welcome applications from students from all over the world. To apply for admission, students must provide accurate information and meet the English language and course entry requirements outlined in the relevant Course Handbook.

How to Apply

- Complete the **online application form** available on the Institute website, or



- Email your application to students@citi.nsw.edu.au

Important Information

- All applications are assessed in accordance with the **ESOS Act 2000** and the National Code 2018 to ensure fairness and transparency for overseas students.
- Students must provide all requested documentation, including evidence of English language proficiency, academic transcripts, and any other required supporting materials.
- Providing false, misleading, or incomplete information may result in refusal of enrolment or cancellation of admission.
- Applicants will be notified in writing of the outcome of their application, including any conditions of enrolment.

Students are encouraged to contact Student Services for advice or clarification on the application process.

2.3 Course Delivery

All courses at CITI of Technology and Innovation, are delivered in person at our Sydney city campus at Level 5, 136 Chalmers Street, Surry Hills. To support your learning experience, unit materials—including lectures, seminars, and workshops—are accessible via the Learning Management System.

2.4 Academic Calendar

Our academic year runs from February to December and is divided into two semesters:

- Semester 1: February – June
- Semester 2: August – December

Each semester is delivered in block mode, consisting of four teaching blocks of four weeks each, with a one-week break between blocks. Check the academic calendar for the exact key dates relevant to your semester and block on www.citi.nsw.edu.au.



2.5 Key Dates for Students

- **Census Date:** This is the deadline for finalising your enrolment for each block to avoid financial penalties and occurs on the Monday of Week 2 of each block. The census date may vary depending on the block of study.
- **Leave of Absence:** You are eligible for up to 12 months' leave from studies during your course. Additional leave may be granted in extenuating circumstances. If you allow your enrolment to lapse, you will be required to re-apply for a place in the course.
- **Course Withdrawal:** You can withdraw from a course at any time, but this may affect your academic records and visa status, and tuition fees may still apply.

2.6 Recognition for Prior Learning (RPL)

The Institute recognises previous study or learning that can be counted towards our courses. This is called Recognition of Prior Learning (RPL). This process can reduce the number of units required to complete an undergraduate or postgraduate course.

Different types of study are assessed for equivalency including credential studies and informal (non-credentialed) learning.

- As a student at CITI, you can apply to have "specified credit" for specific units credited toward your course (i.e. core subjects or specified electives).
- You can also apply to have unspecified credit applied to your course (i.e. electives that will appear as "unspecified credit" on your academic transcript). Please refer to the relevant Course outline when looking for equivalent or unspecified units.
- You are required to present evidence to prove that you have demonstrated sufficient knowledge, skills, and or experience to meet both the Course requirements and the appropriate level of study as stipulated by the Australian Qualifications Framework (AQF).

Evidence Required

You must provide:

- Copies of unit outlines (information must include: learning outcomes, weekly structure, topic list, assessment details, contact hours/student workload) from your other provider/s



- Verified copies of certificates and transcripts (copies to be certified by a Justice of the Peace or originals sighted by a CITI staff member or approved agent).
- Documents in a foreign language will need to be officially translated to English.

2.7 Explanation of Advanced Standing, Credit Transfer, and Recognition of Prior Learning (RPL)

The Institute recognises that students may have completed previous study or gained relevant experience that can contribute towards their current course. Advanced Standing, Credit Transfer, and Recognition of Prior Learning (RPL) provide pathways to acknowledge this prior learning and may reduce the number of units required to complete a program. These processes ensure that students can progress efficiently while maintaining the academic integrity of the course.

Term	Definition	Type of Learning Recognised	Source of Learning	Outcome
Credit Transfer	Formal granting of credit for equivalent units previously completed at the same or another institution.	Formal learning only	Previous accredited study	Credit towards current course
RPL	Assessment of prior learning (formal, informal, or non-formal) to determine equivalence with course/unit requirements.	Formal, informal, and non-formal learning	Work experience, training, self-study	Credit towards current course
Advanced Standing	The outcome of successfully granted credit (via Credit Transfer or RPL), allowing entry into or	Result of either credit transfer or RPL	Combination of formal and informal sources	Entry with credit or placement in later stages



Term	Definition	Type of Learning Recognised	Source of Learning	Outcome
	progression within a course with reduced study.			

2.8 Advanced Standing Assessment Process

Applications are reviewed by a member of the academic team. You will be advised in writing of the decision ten working days after the completed application has been submitted and received by Student Services.

Application Deadline

The latest date to submit this application is at close of business two weeks prior to the first census date after commencement of the course.

Application Restrictions

You can only apply for Advanced Standing within your first year of study at the Institute for units and/or work experience that have already been completed. You should endeavour to apply for Advanced Standing for courses currently in progress as soon as official academic transcripts are available.

Rules for Exemptions

- **50% rule:** You may obtain specified/unspecified credit for up to 50% of units in a specified course. Final capstone units and innovation hubs are not available for Advanced Standing.
- **80% content coverage:** Evidence of a minimum of 80% coverage of unit content is required for specified credit to be granted.
- **Exemption for an exemption:** Previous study granted as Advanced Standing/Exemption at another institute cannot be used for Advanced Standing into a course.
- **Experience and study must be current:** Any study cited in an Advanced Standing application must have been completed no more than 10 years prior to the date of application.
- **Study must be at the equivalent AQF level:** Approved study must be at a comparable AQF level.



- **Examples of approved study:** Qualifications from accredited Australian Higher Education institutions or equivalent overseas institution as assessed by Training Services New South Wales <https://www.training.nsw.gov.au/> in disciplines of IT or related fields may be considered.
- **Professional Recognition:** While the Institute makes every effort to ensure that Advanced Standing for units meets the criteria of professional and accrediting bodies, it is up to the discretion of the professional bodies whether to accept the exemptions granted by the Institute. The Institute encourages all students applying for Advanced Standing to seek advice from the relevant professional bodies prior to applying for Advanced Standing. The Institute is not responsible for the decisions pertaining to Advanced Standing made by professional bodies.

2.9 Reduced Course Duration

If you are granted Recognition of Prior Learning (RPL), Advanced Standing, or Credit Transfer, the Institute will review your course and calculate a new expected duration based on the credit awarded. This ensures you still meet all course learning outcomes while maintaining the quality and academic standards of your studies.

You will be notified in writing if your course duration is reduced. This notice will clearly explain:

- The credit you have been granted.
- The units or subjects affected.
- Your new expected course completion date.

We will also let you know if the change has any effect on your study load, course progression, or, for overseas students, visa requirements.

For overseas students who have not yet received a Confirmation of Enrolment (CoE), the CoE will only be issued once the approved credit has been applied and the new course duration is accurately recorded. The Institute will not issue a CoE that overstates the course length or fails to recognise your granted credit, as this is required by law.

If your RPL or credit application is still being assessed during the admissions process, we will clearly explain that the assessment must be finalised before your CoE can be



issued. We will also provide guidance on how the outcome may affect your study plan and course length.

This approach ensures that all students are fully informed, that course duration is reported accurately, and that overseas students maintain compliance with their visa conditions.



3. Undergraduate Course – Bachelor of Information Technology and Innovation

The Bachelor of Information Technology and Innovation (BITI) program is designed to provide you with foundations in core disciplines of Information Technology and related systems with the latter year emphasising current crucial areas of data science, and software and systems.

3.1 Course Details (BITI)

The course is characterised by foundation and application-level innovation hubs and two industry-focused capstone units which provides you with the opportunity to work on a real-world project which draws together your knowledge and skill acquired over the three years of your program of study.

AQF Level of Qualification	7
Broad Field of Education	02 Information Technology
Course duration	Three years full-time equivalent study.
Credit points (CP) required to earn the award	240 CP
Course Rules	Complete a minimum of 240 Credit Points as specified in the Bachelor of Information Technology Course Structure, comprising 24 units of 10 credit points each.
Indicative student workload	For full time study across two semesters with four units of study per semester is approximately 21 hours per week (9 hours per week face-to-face and 12 hours self-directed study).
Recognition of Prior Learning (RPL)	Students who are granted RPL may be entitled to a reduction in course duration and associated tuition fees. Students will be formally notified of any adjustments to their course enrolment and fees.



3.2 Career Opportunities (BITI)

Graduates of the BITI are equipped with the technical expertise and creative problem-solving skills to lead digital transformation across industries globally. Combining software development, systems thinking, and innovation frameworks like design thinking and agile methods, graduates are well-prepared for dynamic, high-impact careers.

Global Employability

BITI graduates should have the skills and knowledge to:

- Lead digital change across sectors using emerging technologies.
- Apply global best practices in software, data, UX, and innovation.
- Work in cross-border and cross-functional teams.
- Drive sustainable and ethical tech solutions.

Typical Graduate Skills and Knowledge

- Digitally skilled and entrepreneurially minded.
- Trained in software, app design, data analytics, and UX.
- Experienced in innovation methods (e.g. design thinking, agile).
- Aware of the ethical and sustainability impacts of tech.
- Proficient in industry tools and collaborative work environments.

Career Opportunities by Industry

1. Information Media & Telecommunications

Roles: Software Engineer, Cybersecurity Analyst

Work: Build scalable cloud solutions, innovate with AI, 5G, and IoT.

2. Professional, Scientific & Technical Services

Roles: Tech Consultant, Innovation Manager

Work: Deliver enterprise solutions, shape innovation strategies.

3. Financial & Insurance Services

Roles: Fintech Developer, Blockchain Engineer

Work: Create AI-powered financial tools, ensure risk compliance.

4. Education & Training

Roles: EdTech Designer, LMS Developer

Work: Develop online learning platforms, use AI for inclusive education.



5. Health Care & Social Assistance

Roles: Health Informatics Analyst, UX Designer

Work: Innovate telehealth and diagnostic tools to improve health equity.

6. Public Administration & Safety

Roles: Digital Government Advisor, Cybersecurity Strategist

Work: Modernise public services, strengthen digital security.

7. Retail Trade

Roles: E-commerce Developer, Analytics Specialist

Work: Enhance digital retail with data-driven, mobile-first solutions.

8. Manufacturing

Roles: Automation Developer, IoT Architect

Work: Implement smart factory tech, promote sustainable manufacturing.

9. Mining & Resources

Roles: Tech Analyst, ESG Innovation Advisor

Work: Drive remote and AI-enabled operations, support energy efficiency.

Common Career Titles (ANZSCO Codes)

- ICT Business Analyst (261111)
- Software Engineer (261313)
- Systems Analyst (261112)
- Multimedia Specialist (261211)
- Software & App Programmer (261399)
- ICT Project Manager – Entry Level (135112)

Where You Will Find Work

- Startups and tech scale-ups
- Government and education sectors
- Corporate ICT departments
- Consulting and advisory firms
- Creative tech and media industries

Career Progression and Further Study

Graduates often advance into roles such as:

- Product Manager
- Digital Strategist
- UX Lead
- Innovation Consultant
- Startup Founder



Further Study Options

Further study options include Master's degrees and Doctorates in IT, innovation, or interdisciplinary fields

3.3 Admissions Criteria (BITI)

To satisfy the general academic requirements for admission to a course at CITI, applicants must meet at least one of the following entry requirements:

- Must be over 18; and
- Successful completion of Year 12 or equivalent with a minimum ATAR of 65 or equivalent; or
- Successful completion of an equivalent secondary qualification either interstate or overseas; or
- Satisfactory completion of an accredited cognate Tertiary Preparation Program or a Foundation Year Program offered by an Australian HE provider that would enable students to gain entry to an AQF Level 7 Information Systems course at an Australian HE provider; or
- Admission to an undergraduate degree at an Australian HE provider.

We also provide **alternate admission criteria** for applicants who do not meet the General Academic Admission, as follows:

- Applicants who are 21 years of age or over who have not completed Year 12, or its equivalent, may fulfil the academic admission criteria through one of the following entry requirements: Successful completion of a Special Tertiary Admissions Test administered by a tertiary admissions centre; or Submission of a portfolio of prior and current academic and /or professional work at a level deemed satisfactory by the Academic Dean and Registrar.

The Admissions criteria for the BITI are described in the [Admissions and Enrolment Policy and Procedure](#).



3.4 English Language Requirements for Admission (BITI)

International students whose first language is not English must demonstrate competency in the English Language. These English Language Requirements are also specified in the [Admissions and Enrolment Policy and Procedure](#).

English requirement	Undergraduate
International English Language Testing System IELTS* (ACADEMIC only; GENERAL not accepted)	Minimum overall score of 6.0 with no band less than 5.5
Test of English as a Foreign Language TOEFL* (Internet Based Test)	Minimum overall score of 60 with no band less than: <ul style="list-style-type: none">• Listening – 11• Speaking – 17• Reading – 12• Writing – 20
Cambridge English: Advanced CAE*	Minimum overall score of 169 with no band less than 162

3.5 Bachelor of Information Technology and Innovation Course Structure

Unit Code/ Unit Title	What will you learn?
First Year of Course	
ITTF101 Foundations of IT	This unit equips students with foundational knowledge in discrete mathematics and probability theory, which are essential for fields like data analytics, artificial intelligence, and cybersecurity. Students explore topics such as set theory, formal logic, graph theory, combinatorics, and computational complexity. This unit lays the groundwork for more advanced studies in Information Technology, integrating mathematical concepts with practical IT applications.



ITSD101 Introduction to Computer Programming	This unit introduces students to the basics of structured computer programming, using a common programming language. Key programming techniques covered include conditionals, loops, functions, recursion, and Object-Oriented Programming (OOP). Students engage in practical tasks and learn about basic algorithms, providing them with the essential skills needed for software development.
ITIH101 Innovation Hub 1	This project-based unit focuses on the practice of Information Technology, where students collaborate on real-world IT and innovation projects. Emphasising problem-solving and professional communication, the unit integrates "Just in Time" teaching to support the development of practical skills. Students gain experience working in teams and addressing authentic IT challenges.
ITPR102 Information Systems Foundations	This unit provides a high-level introduction to the role of information systems in businesses, focusing on their content, organisational roles, and opportunities in various sectors. Students learn about tools, techniques, and technologies supporting information systems, with an emphasis on effective communication skills. The unit prepares students to understand and apply IT knowledge within business contexts, without delving deeply into technical details.
ITSD102 Introduction to Database Structure and Programming	This unit provides a foundational understanding of relational databases, covering database design, data modelling, and SQL programming. Through practical exercises, students learn to create, modify, and manage databases, as well as perform data retrieval and manipulation. The unit equips students with essential database management skills.
ITNW101 Computer Communications and Networks	This unit introduces students to the fundamental concepts of computer communications and networks, based on the Open Systems Interconnection (OSI) model. Students learn about various network layers, including physical, MAC, IP, transport, and application layers, through theoretical and practical exercises. The unit provides the essential knowledge required for network design and management.
ITSA101 System Analysis and Design	This unit covers methodologies used in the analysis, design, and improvement of computerised information systems. Topics include the System Development Life Cycle (SDLC), CASE tools, agile



	systems analysis, Object-Oriented Design, and Unified Modelling Language (UML). Students gain hands-on experience with these methodologies and tools, preparing them for systems analysis and design roles.
ITIH102 Innovation Hub 2	In this unit, students continue their project-based learning, focusing on analysing stakeholder needs in IT. The unit emphasises hands-on problem-solving, project management, and professional communication. Students refine their project goals, collaborate in teams, and deliver comprehensive project proposals, reports, and presentations.
Second Year of Course	
ITPR201 IT Service Management	This unit explores the management and optimisation of IT services within organisations. Students learn to align IT strategies with business objectives, implement best practices such as ITIL, and improve service quality. The unit combines theoretical concepts with practical insights, preparing students to enhance IT service delivery in business environments.
ITSD201 Software Design and Integration	This unit provides knowledge and skills in software design principles and integration techniques. Topics include software architecture, design patterns, version control, and modularisation. Students participate in hands-on exercises and case studies, developing scalable and maintainable software systems and preparing for careers in software development.
ITSD212 Modelling for the Digital Age	This unit covers the core concepts of modelling, focusing on mathematical, computational, and physical models. Students learn to use tools like Python and VBA to create and validate models for various applications, including IT and engineering. The unit emphasises simulation techniques and real-world case studies, preparing students for roles in business process modelling.
ITSA201 Introduction to Data Analytics	This unit offers a hands-on introduction to data analytics, focusing on data preparation, cleaning, and transformation. Students learn to use industry-standard tools and techniques to analyse and visualise data, turning raw information into actionable insights. The unit prepares students for roles in data analysis and business intelligence.
ITPR202 Software Project Management	This unit teaches project management principles for IT projects, with a focus on software development. Emphasising agile methodologies, the unit covers software development lifecycles,



	planning, risk management, and quality assurance. Students apply these concepts through practical tasks, gaining skills in managing successful software projects.
ITIH201 Innovation Hub 3	Building on previous Innovation Hubs, this unit focuses on modelling stakeholder needs for optimal IT delivery. Through a long-term project, students collaborate on real-world IT projects, applying their knowledge to solve complex problems. The unit integrates professional communication and innovation theory, preparing students for advanced IT roles.
ITSA202 Systems Architecture	This unit provides foundational knowledge in systems architecture, focusing on the design and organisation of software systems. Students explore complex system theory, agent-based modelling, and the interplay between hardware and software components. The unit prepares students for designing efficient and robust IT solutions.
ITIH202 Innovation Hub 4	In this final Innovation Hub, students work on delivering a product in the IT field. The unit emphasises project-based learning, with students taking responsibility for project milestones and deliverables. By engaging with authentic IT problems, students apply their skills in a practical setting, preparing them for careers in IT innovation.
Third Year of Course	
ITPR301 Emerging Technologies in Business	This unit explores the application of emerging technologies, particularly meta-heuristics, in business strategies. Students learn to apply these computational techniques to solve optimisation and decision-making problems, enhancing their ability to innovate and improve business processes. The unit provides hands-on experience with modern commercial optimisation software.
ITPR302 Organisational Change and Implementation	This unit focuses on managing organisational change, particularly in digital transformations. Students learn to develop change management plans, address resistance, and foster employee engagement. Through case studies and interactive discussions, the unit provides the skills needed to navigate and implement change in businesses.
ITIN301 Capstone Preparation	This unit prepares students for their Capstone Project, focusing on project management, research methodologies, and technical proficiency. Students develop a project plan and proposal, gaining



	the skills and confidence needed to undertake their Capstone Project in the following semester.
ITIN302 Capstone project	The Capstone Project is the culmination of the Bachelor of Information Technology and Innovation course. Students apply their knowledge and skills to a substantial IT project, working individually or in teams. The unit emphasises problem-solving, innovation, and professional communication, preparing students for their careers in IT.
Specialisation 1	See unit descriptions below
Specialisation 2	See unit descriptions below
Specialisation 3	See unit descriptions below
Specialisation 4	See unit descriptions below
Specialisations (4 units)	
Specialisation 1 Data Science	
SPDA311 Big Data Warehousing and Computation	This unit focuses on data management and business intelligence using data warehouses. Students learn techniques for integrating and analysing large-scale datasets, preparing them for roles in data science and analytics.
SPDA312 Natural Language Processing	This unit introduces the principles of Natural Language Processing (NLP), focusing on computational techniques for processing and generating language. Students explore applications like sentiment analysis, language translation, and chatbot development, preparing them for careers in AI and data science.
SPDA313 Machine Learning	This unit provides foundational knowledge in machine learning, covering classification, regression, clustering, and deep learning. Students gain practical experience in designing, evaluating, and deploying machine learning models, preparing them for roles in data science and AI.
SPDA314 Planning and Reinforcement Learning	This unit explores AI planning and reinforcement learning for sequential decision-making. Students learn to develop algorithms for solving complex decision scenarios, with a focus on ethical considerations and practical applications in AI.
Specialisation 2 Software and Systems	
SPSI311 Systems working together, APIs	This unit covers system integration principles and the role of Application Programming Interfaces (APIs) in facilitating collaboration between software and hardware components. Students learn to design and implement APIs, preparing them for careers in software development and integration.



SPSI312 User Experience (UX)	This unit focuses on designing user interfaces to create exceptional user experiences. Students learn the principles of good design and develop user-centric interfaces through practical projects, preparing them for roles in UI/UX design.
SPSI313 Transitioning Architectures and Systems	This unit explores strategies for adapting existing systems to emerging technologies like IoT, Blockchain, Cloud Computing, and AI. Students learn to integrate these technologies into current frameworks, preparing them for roles in future-proofing IT architectures.
SPSI314 Cybersecurity in the Enterprise	This unit provides a comprehensive exploration of cybersecurity, focusing on risk assessment, network security, and incident response. Students gain practical skills in designing and implementing security strategies, preparing them for roles in safeguarding digital assets in enterprises.



4. Postgraduate Course – Master of Information Technology and Innovation

The Master of Information Technology and Innovation (MITI) program is designed to equip you with advanced knowledge and skills in technology and innovation, meeting the requirements for graduate employment in this dynamic field. The course builds a robust foundation in core disciplines of technology and related systems, with a strong emphasis on advanced areas such as data science, software development, and cybersecurity. You will become equipped with innovative methods to enable them to foresee technology requirements and develop applications, frameworks, products, and services in cutting-edge areas such as artificial intelligence, cybersecurity, data science, and internetworking. Characterised by innovative foundation and application-level hubs, the program also includes two industry-focused capstone units. These capstone projects provide students with the opportunity to apply your advanced knowledge and skills to real-world projects, integrating and enhancing your learning throughout the program. This comprehensive approach ensures that graduates are well-prepared to excel in the rapidly evolving technology landscape.

4.1 Course Details (MITI)

AQF Level of Qualification	9
Broad Field of Education	02 Information Technology
Course duration	Two years full-time equivalent study.
Credit points (CP) required to earn the award	160 CP
Course Rules	Complete a minimum of 160 Credit Points as specified in the Master of Information Technology Course Structure, comprising 16 units of 10 credit points each.
Indicative student workload	For full time study across two teaching periods with approximately four units of study per



	semester is approximately 21 hours per week per 16-Week semester. This is based on 9 hours face-to-face on campus study, and 12 hours of self-directed/private study.
Recognition of Prior Learning (RPL)	Students who are granted RPL may be entitled to a reduction in course duration and associated tuition fees. Students will be formally notified of any adjustments to their course enrolment and fees.

4.2 Career Opportunities (MITI)

MITI graduates are empowered to lead cross-functional teams, manage innovation at scale, and deliver digital transformation across industries globally. The MITI focuses on:

- Strategic technology leadership
- Innovation portfolio management
- Advanced integration of emerging technologies
- Translating complex business challenges into digital solutions

Global Employability

MITI graduates should possess the advanced skills and knowledge to:

- Lead innovation portfolios across enterprises
- Design and implement digital transformation strategies
- Manage enterprise-wide IT solutions
- Work globally across business, policy, and technology intersections
- Create sustainable, inclusive innovation outcomes

Profile of a MITI Graduate

A typical MITI graduate is a technology leader and innovation strategist with:

- Expertise in AI, cloud, cybersecurity, enterprise systems, and data architecture
- Proficiency in systems thinking and design-led innovation
- Ability to lead cross-sector innovation initiatives
- Insight into ethical, social, and sustainability impacts of emerging tech
- Leadership of multi-disciplinary teams and innovation ecosystems

Where You Can Make an Impact



Graduates will thrive in diverse global industries, including:

1. Information Media & Telecommunications (ANZSIC: J)

- *Roles:* Innovation Lead, Digital Product Manager, Cloud Strategy Architect
- *Impact:* Lead product innovation, build scalable platforms, and commercialise digital IP.

2. Professional, Scientific & Technical Services (ANZSIC: M)

- *Roles:* Technology Strategy Consultant, R&D Director, Innovation Lab Leader
- *Impact:* Deliver digital roadmaps, lead agile innovation teams, and align tech with business value.

3. Financial & Insurance Services (ANZSIC: K)

- *Roles:* Fintech Strategist, Blockchain Consultant, Digital Banking Product Lead
- *Impact:* Shape next-gen financial tools and navigate global regulatory innovation.

4. Education & Training (ANZSIC: P)

- *Roles:* EdTech Product Manager, Learning Innovation Consultant
- *Impact:* Lead AI-powered education innovations and large-scale platform deployments.

5. Health Care & Social Assistance (ANZSIC: Q)

- *Roles:* Digital Health Innovation Manager, HealthTech Architect
- *Impact:* Oversee national eHealth systems and drive AI diagnostics and patient engagement tools.

6. Public Administration & Safety (ANZSIC: O)

- *Roles:* e-Government Strategist, CIO (Public Sector), Digital Policy Advisor
- *Impact:* Lead government digital reforms and set cyber and data governance standards.

7. Retail Trade (ANZSIC: G)

- *Roles:* Omnichannel Strategy Manager, Retail Innovation Director
- *Impact:* Drive data-led innovation, retail platform design, and customer analytics.

8. Manufacturing (ANZSIC: C)

- *Roles:* Smart Manufacturing Lead, IoT Product Manager
- *Impact:* Implement advanced automation and Industry 4.0 systems with sustainability goals.

9. Mining & Resources (ANZSIC: B)

- *Roles:* ESG Tech Strategist, Remote Operations Manager
- *Impact:* Lead multi-site tech integration and reduce environmental impact through innovation.



Graduate Roles and Pathways

Common ANZSCO Codes:

- 135112 – ICT Project Manager
- 261111 – ICT Business Analyst
- 261313 – Software Engineer
- 261112 – Systems Analyst
- 261212 – Web Developer
- 261211 – Multimedia Specialist
- 135199 – ICT Managers (nec)

Industries and Employers:

- Tech firms: *Atlassian, Canva, IBM*
- Consultancies: *Accenture, Deloitte, EY*
- Public sector innovation labs
- Financial institutions and fintech startups
- Health and education sectors
- Entrepreneurial and startup ecosystems

Progression Pathways:

- Chief Technology Officer (CTO)
- Innovation Manager or Director
- Digital Transformation Lead
- AI/Data/Blockchain Strategy Consultant
- Product or Program Manager
- Founder of a tech venture
- Advanced research or doctoral study

4.3 Admissions Criteria (MITI)

Prospective students must:

- Have attained 18 years of age on commencement of studies.
- Have Australian Bachelor degree qualifications in a cognate discipline; or
- International bachelor qualifications or equivalent in a cognate discipline listed at <https://www.uac.edu.au/future-applicants/postgraduate-applicants>; or
- Have work experience in a relevant cognate field for a minimum of two years and completed within the last three years.
- For applicants applying with Bachelor degrees, or work experience in a non-cognate field) provide an additional personal written statement outlining how



their formal studies and work experience has provided them with sufficient learning as to be able to reach the entry standards.

- Any credit will be granted under the Recognition of Prior Learning (RPL), [Recognition of Prior Learning etc Policy and Procedures](#).
- The Admissions criteria for the MITI are described in the [Admissions and Enrolment Policy and Procedure](#).

4.4 English Language Requirements for Admission (MITI)

International students whose first language is not English must demonstrate competency in the English Language. These English Language Requirements are also specified in the [Admissions and Enrolment Policy and Procedure](#).

English requirement	Postgraduate
International English Language Testing System IELTS* (ACADEMIC only; GENERAL not accepted)	Minimum overall of score 6.5 with no band less than 6.0
Test of English as a Foreign Language TOEFL* (Internet Based Test)	Minimum overall score of 79 with no band less than: <ul style="list-style-type: none">• Listening – 19• Speaking – 19• Reading – 18• Writing – 23
Cambridge English: Advanced CAE*	Minimum overall score of 176 with no band less than 169

* Results for IELTS, TOEFL, PTE (Pearson Test of English), and CAE (Academic and Cambridge English: Advanced) are valid for two years



4.5 Master of Information Technology and Innovation Course Structure

Unit Code/ Unit Title	What will you learn?
First Year of Course	
MIT401 The Mathematical Basis of Information Technology	This unit covers essential mathematical principles in IT, including discrete mathematics, linear algebra, and probability theory. Students learn to apply these concepts in areas like algorithms, cryptography, data analysis, and computer graphics, building a foundation in mathematical reasoning and problem-solving critical for IT success.
MIT402 Implementing Organisational Change Strategies	This unit explores theories, frameworks, and strategies for driving successful organisational change. Students study organisational dynamics, change management processes, and leadership principles, developing skills to diagnose challenges, create change plans, and implement transformative initiatives for organisational growth and sustainability.
MIT403 Masters Innovation Hub 1	Focused on "Digital Transformation," this project-based unit allows students to work on real-world IT and innovation projects. Through collaboration and hands-on experience, students develop skills in project management, problem-solving, and innovation, leveraging resources like the Innovation Labs.
MIT404 Advanced Computer Networking and Communication Technologies	This unit explores advanced concepts in modern communication networks, including network protocols, wireless communication, and IoT technologies. Through theoretical study and practical projects, students gain an understanding of networking technologies and their impact on various industries.
MIT407 Advanced Programming in Python	This unit delves into advanced Python programming, covering topics like optimisation, concurrency, and memory management. Students gain expertise in using Python libraries and frameworks, mastering skills necessary for complex problem-solving and developing scalable, efficient solutions.
MIT405 Project Management in the digital age	Focused on digital-age project management, this unit covers agile methodologies, digital project planning, and emerging technologies like AI and blockchain. Students engage in hands-on



Unit Code/ Unit Title	What will you learn?
	projects, developing skills to lead digital projects in today's dynamic, technology-driven business environment.
MIT408 Advanced Interaction Design	This unit focuses on user experience (UX) in interaction design, emphasising the importance of UX in technology adoption. Students learn to apply UX principles to create competitive and effective digital products, exploring the challenges and nuances of designing user-centric experiences.
MIT409 Business Intelligence	This unit examines the role of information systems in business, focusing on knowledge management, system development methodologies, and business intelligence. Through project-based assignments, students learn to design systems that provide valuable insights and support informed decision-making.
Second Year of Course	
MIT520 IT Supply Chain Management & Stakeholder Dynamics	This unit explores the complexities of IT contracts and outsourcing, covering topics like collaborative ventures, support arrangements, and contractor engagements. Students develop skills to effectively plan and assess their roles in client-vendor relationships, understanding when to seek professional guidance.
MIT521 Masters Innovation Hub 2: Project Delivery in the digital age	Building on the first Innovation Hub, this unit focuses on project delivery in the digital age. Students work on real-world IT projects, developing skills in project management, communication, and innovation, with a focus on practical application in digital transformation contexts.
MIT501 Masters Capstone Proposal	This preparatory unit equips students with the skills needed for their Masters Capstone Project. Through lectures, workshops, and hands-on activities, students learn project management, research methodologies, and technical proficiency, developing a well-defined project plan for their capstone journey.
MIT502 Masters Capstone Project	The Masters Capstone Unit is the culminating experience of the programme, where students integrate and apply their advanced knowledge and skills in Information Technology and data analysis to real-world projects. This unit emphasises hands-on learning, requiring students to collaborate on complex IT projects, develop innovative solutions, and address industry-specific challenges using advanced statistical methods and programming tools.
Specialisation 1	See unit description below



Unit Code/ Unit Title	What will you learn?
Specialisation 2	See unit description below
Specialisation 3	See unit description below
Specialisation 4	See unit description below
Specialisations (4 units)	
Specialisation 1 - Data Analytics	
MIT503 Principles of Data Analytics	Introduces data analytics concepts, ethical considerations, and data analysis methodologies using tools like Python's NumPy and Pandas.
MIT504 Statistical Methods for Data Analysis	Covers statistical data analysis techniques, including hypothesis testing and regression analysis, with practical applications in R and Python.
MIT507 Data Mining and Machine Learning	Explores data mining, machine learning, and feature extraction, with hands-on projects using tools like TensorFlow and RapidMiner.
MIT508 Big Data Analytics and Technologies	Focuses on big data processing pipelines, machine learning, and tools like Hadoop and Kafka, with practical experience in handling large datasets.
Specialisation 2 - Software Engineering	
MIT505 Introduction to Web Development	Covers core web development principles, including HTML, CSS, and JavaScript, with a focus on static web pages and client-side scripting.
MIT506 Backend Development	Delves into server-side logic, database integration, and API connectivity, equipping students to build scalable and secure backend systems.
MIT509 Frontend Frameworks	Focuses on building responsive, interactive web applications using modern frontend frameworks, emphasising user engagement and reusable UI components.
MIT510 Database Management and SQL	Provides a deep understanding of database management and SQL, including relational databases, querying, and database normalisation.
Specialisation 3 - Cyber Security (CS)	
MIT511 Network Security	Introduces principles and practices of securing computer networks, covering firewalls, VPNs, and secure communication protocols.



Unit Code/ Unit Title	What will you learn?
MIT512 Cryptography and Secure Communications	Delves into cryptography, covering encryption methods, hashing, digital signatures, and secure communication channels.
MIT513 Ethical Hacking and Penetration Testing	Explores ethical hacking methodologies, penetration testing, and vulnerability assessment, with a focus on legal and ethical frameworks.
MIT514 Cybersecurity Risk Management	Focuses on cybersecurity risk identification, assessment, and management, with skills in risk analysis, threat modelling, and incident response planning.



5. Fees, Scholarships, and Financial Support

At CITI, we are committed to making your educational journey as accessible and rewarding as possible. Understanding the financial commitment involved in higher education, we have structured our fees and support options to offer flexibility and assistance. Please refer to the Awards, Scholarships, and Prizes Policy and Procedures.

5.1 Tuition Fees

We are committed to providing transparent and accessible pricing for all our students. Course fees are designed to cover the cost of your education, including tuition, course materials, and access to a range of Student Services. For domestic students, you may be able to apply for a payment plan. For international students, fees are typically paid upfront for each semester. International students are also responsible for any visa-related costs, which may vary based on the duration of their course and their individual circumstances. Detailed fee information is available upon request, and our Accounts team is happy to assist with any questions you may have regarding payment options, refund policies, or financial assistance. Please contact accounts at students@citi.nsw.edu.au.

5.2 Your Fee Statement

Your Fee Statement outlines the total tuition fees for the current term, any Commonwealth Support or government funding, and your remaining balance. It is issued at the beginning of each teaching period and is accessible through your student portal. The statement provides detailed information on your fees, including any applicable payment deadlines, and any outstanding amounts that need to be paid. If you have any questions regarding your Fee Statement, please contact Accounts at students@citi.nsw.edu.au or refer to the payment instructions provided in the statement.



5.3 Tuition Fee Increases

To ensure the continued delivery of high-quality education, student services, and campus facilities, CITI may under the direction of the Board of Directors, increase your tuition fees. This increase reflects adjustments in operational costs and supports ongoing investment in teaching and learning. You will be notified in writing by email and via our website at least three months in advance of any changes. For more information or assistance with understanding your tuition and financial commitments, please contact Student Services.

5.4 Course and Unit Fees

Course Name	Duration	Unit Fee	Annual Fee	Course Fee
Bachelor of Information Technology and Innovation (BITI) ^{*^}	3 years full time (8 units per year)	\$2,800	\$22,400	\$67,200
Master of Information Technology and Innovation (MITI) ^{*^}	2 years full time (8 units per year)	\$3,200	\$25,600	\$51,200

* Students granted Recognition of Prior Learning (RPL) will receive a reduced course fee, with the amount of reduction determined by the volume of credit awarded.

^ International Students who have been awarded for Recognition for Prior Learning (RPL) and are transferring from another provider will have a reduced course duration

5.5 Current Non-Tuition Fees

List of fees as of 2026. All fees are in Australian dollars (\$AuD).

Item	Fee
Undergraduate Unit (Tuition Fee per unit)	\$2,800
Undergraduate Course (Tuition Fee per course – 24 units)	\$67,200
Postgraduate Unit (Tuition Fee per unit)	\$3,200
Postgraduate Course (Tuition Fee per course – 16 units)	\$51,200



Item	Fee
Enrolment Fee (includes credit transfer assessment if relevant)	\$250
Materials Fee (annual)	\$400
Revised CoE – International Students only (second or subsequent CoE's issued for any reason including deferment)	\$150
Reinstatement of Enrolment Fee – International Students only	\$250
Credit Transfer Re-assessment – Domestic students after Census Date	\$100
Simulation software licence fee (if applicable)	At cost set by the software provider (indicative cost – \$90.00 in 2026)
ID Card Replacement	\$20
Late Payment Fee	\$100
Late withdrawal fee – International Students only	International Student Refunds
Replacement Testamur	\$100
Interim Official Transcript (Current and Incomplete)	\$25
Replacement Completion Letter	\$10
Replacement Official Transcript (Completed)	\$15
Replacement Cross-Institutional Transcript	\$15
Reference Letter	\$15
Library Overdue Penalties	\$20
library lost or damaged Item	\$2 per day
Additional Printing	20c per single sided page

5.6 Payment of Fees

At CITI, we provide flexible payment options to help you manage the cost of your education with confidence. Tuition fees are calculated per unit, giving you control over your study load and financial planning.



5.7 Payment Options

For Domestic Students:

- **Upfront Payment** via credit card, bank transfer, or BPAY
- **Instalment Plans** (monthly or block-based) – subject to approval

For International Students:

- **Upfront Payment** via international bank transfer, credit card, or PayPal
- **Payment Plans** for remaining fees after confirmation deposit – available upon request
- **Confirmation of Enrolment (CoE)** issued upon payment of the initial deposit.

We are here to support you through the fee payment process and to answer any questions you may have about your fees. Please contact Accounts [Accounts Contact form] or refer to the payment instructions in the Payment Information Brochure.

5.8 Scholarships and Financial Aid

CITI is committed to providing inclusive, accessible, and supportive pathways into higher education. If you have any questions about our current and upcoming scholarships please contact Student Services at students@citi.nsw.edu.au.

Academic Achievement Scholarship (Undergraduate)

This scholarship rewards outstanding academic performance and is valued at AUD \$4,000 per enrolment year (AUD \$500 per unit, up to 8 units annually).

To be eligible, students must:

- Successfully complete 8 units at CITI
- Achieve a GPA of 5.5 or higher across those 8 units
- Maintain the required GPA each year to continue receiving the scholarship.

The scholarship is awarded at the end of each semester, once grades are confirmed.

It is paid in cash and cannot be deferred, transferred, or applied retroactively.

Students enrolled in more than 8 units per year will not receive additional scholarship funds.

Priority Scholarships for Equity Groups



Our Priority Scholarships for Equity Groups are designed to empower students from underrepresented backgrounds, such as Aboriginal and Torres Strait Islander peoples, students from low socioeconomic backgrounds, regional and remote communities, students with disabilities, non-English speaking backgrounds, and women in non-traditional fields of study.

These scholarships aim to reduce financial barriers, foster diversity, and support academic and personal success. Scholarships may include fee reductions, tuition support, or direct financial assistance, along with access to tutoring, mentoring, and professional development opportunities. Eligibility is based on enrolment status, equity group membership, demonstrated financial need, and academic potential. All applications are holistically reviewed by the Learning and Teaching Committee, with final approvals endorsed by the Dean and CEO.

Priority Scholarships at CITI offer more than just financial support. Recipients may benefit from:

- **Fee reductions, fee waivers, or cash support** to help cover tuition, textbooks, and study costs
- **Academic support services** such as tutoring, mentoring, and preparatory programs
- **Professional development opportunities** including internships, workshops, and networking events
- **Recognition for your achievements** at an official awards ceremony, and the chance to be featured on the CITI's website (with your consent).

These scholarships are designed to empower you academically, professionally, and personally, helping you reach your full potential.

Upcoming Scholarships

Information about upcoming scholarships is available on our website.

5.9 Awards and Prizes

At CITI, we believe in recognising and celebrating our students' hard work, academic excellence, and innovative thinking. Through a range of prizes and awards, we honour high achievement, outstanding leadership, and commitment to future-focused learning. Whether it is a Dean's commendation, a cash prize, or a place on the Dean's List, these honours acknowledge our students' dedication and inspire others to aim



high. Successful students will be notified by CITI of their awards and prizes and celebrated at the annual Awards and Prizes evening.

Letters of Commendation

- **Dean's Letter of Commendation**

Awarded each semester to students who achieve a GPA of 5.5 or higher.

Prizes and Academic Honours

- **Dean's List (Undergraduate)**

Awarded annually to students in the top 10% of their course cohort.

- **Institute Medal** – AUD \$1,000

Awarded to any undergraduate who receives distinctions or higher in all units completed at the Institute.

- **Dux of the Institute – Undergraduate** – AUD \$1,000

Awarded to the undergraduate with the highest GPA over their course at the Institute.

- **Dux of the Institute – Postgraduate** – AUD \$1,000

Awarded to the postgraduate with the highest GPA over their course at the Institute.

- **Specialisation Award – Undergraduate** – AUD \$500

Awarded to the top student in each undergraduate specialisation.

- **Specialisation Award – Postgraduate** – AUD \$500

Awarded to the top student in each postgraduate specialisation.

Innovation and Leadership

- **Best Capstone Project – Undergraduate** – AUD \$500 (individual) or AUD \$250 per team member

Awarded to students who demonstrate innovation, leadership, and future thinking in their final capstone project.

- **Best Capstone Project – Postgraduate** – AUD \$500 (individual) or AUD \$250 per team member

Awarded for excellence in postgraduate capstone projects, with a focus on innovation and leadership.



5.10 Payment Plans

Understanding that financial circumstances vary, we offer flexible payment plans to help manage your tuition fees. These plans allow you to spread the cost of your studies over manageable instalments, easing the financial burden. To learn more about our payment plans and how to apply, please contact Student Services students@citi.nsw.edu.au. At CITI, your success is our priority. We are here to support you every step of the way, ensuring you have the resources and financial support needed to excel in your studies.



6. Student Services and Support

At CITI, we celebrate cultural diversity, inclusivity and provide opportunities for all students to take part in community and social activities. We have a vibrant social calendar, programs to promote student leadership, and activities to support community engagement.

6.1 Our Student Services Team

Our Student Services Team can assist you as an advocate, mediator, or support person with any issues you may encounter during your studies. There is also a counselling service available for assistance with any personal issues you may experience while in Australia.

6.2 Student Orientation Program

Our orientation program is designed to warmly welcome you and provide vital information and activities to ensure a successful study experience at CITI. Attendance at these sessions is strongly encouraged, as they offer insights into the institute, your courses, study tips, and essential support services. You will have the opportunity to meet teaching and support staff, learn about academic and personal support, familiarise yourself with campus life, and receive valuable tips on Sydney and its surroundings. If you cannot attend our on-campus Orientation Day, due to extenuating or special circumstances, please let us know so that we can provide you with online assistance to make sure you are ready to start your studies with your classmates in Week 1.

6.3 Personal Support

We understand that sometimes the things happening in your life can interfere with your studies and you may need help from time to time dealing with personal issues. From helping you find accommodation to dealing with the personal and emotional challenges of studying far from home and family, in an unfamiliar environment.



We have a dedicated Student Services Team whose role is to help you with these issues. This may involve helping you discuss this with your lecturer or tutor. In some cases, we may suggest putting you in touch with professionals who work with the Institute on helping students with such matters.

6.4 English Language and Academic Support

The Institute is committed to helping students from diverse backgrounds succeed. A range of support services is available to strengthen English language skills, academic abilities, and overall confidence. The Learning & Teaching department provides free and confidential learning support for any student that needs assistance. All first year Bachelor students are also eligible to attend free study skills workshops in the first semester of study. In O-week, you will do a short diagnostic test, Post-Enrolment Language Assessment (PELA) so that we can see your language skills levels and provide you with any assistance you might need. If you ever feel that you need any assistance, please speak to your lecturer and/or the Learning & Teaching team so that we can help you meet your study requirements.

6.5 Library and Resources

Contact our Library Support for personalised information. You also have access to an extensive selection of online resources. As a student, you can freely use subscriptions to a range of online databases.

6.6 Career Support Services

The Institute's career services are designed to prepare students for the workforce and support them in securing employment in their chosen field. Students have access to a range of services, including career counselling to explore suitable IT career paths, resume and cover letter assistance through workshops and one-on-one sessions, and interview preparation, including mock and technical interviews. The Institute also hosts networking events, career fairs, and alumni panels to help students connect with industry professionals, as well as providing access to exclusive job boards and recruitment opportunities. Additional workshops and seminars cover advanced



programming, emerging technologies, industry trends, and professional certifications, ensuring students are well-equipped for successful careers in IT.

6.7 Support for Students with Differing Needs

The Institute is committed to fostering an accessible and inclusive work environment that enables students with disabilities or caring responsibilities for a person with a disability to participate equitably in all aspects of Institute life. Students with a disability should contact Student Services to discuss the nature and extent of their disability, including the functional limitations that it may pose, and to determine what, if any, supports or reasonable adjustments are required. Please reach out to us so that we can advise you on what support services we can offer you.



7. Course Progression, Leave of Absence, and Cancellation or Suspension of Enrolment

7.1 Unsatisfactory Progress

The Institute aims to support students in successfully completing their course. Students who do not meet course requirements may be placed on conditional enrolment or face other academic consequences.

When you may be considered at risk

- Failing more than 50% of your enrolled units in a year.
- Failing a unit for the third time.
- Failing at least 50% of units for two consecutive years

7.2 What Happens after Suspension or Exclusion

- You may re-apply to the Institute by submitting a request to the Registrar.
- Decisions will follow the Admissions and Enrolment Policy and Procedures.

Other circumstances

- The Dean may determine other situations as unsatisfactory progress.
- All such decisions are reported to the Academic Board.

Support available

- The Student Services Team is here to help you. Please contact our team if you have any questions about your enrolment.
- The Student Support Policy and Procedures explain proactive measures to help you succeed.



7.3 Deferment of Enrolment: Leave of Absence

Students may request a Leave of Absence if unable to continue studies temporarily due to circumstances beyond their control.

Key points

- International students must ensure leave does not affect visa conditions.
- Applications must be submitted in writing with supporting evidence.
- Each application is assessed fairly and documented.

Eligible grounds include

- Serious illness or injury (student or immediate family).
- Bereavement of a close relative.
- Compassionate or compelling circumstances (e.g., natural disasters, housing disruption, legal obligations).
- Academic or administrative reasons (e.g., unit unavailability, course delivery delays).
- Other exceptional circumstances deemed reasonable by the Institute.

Application process

1. Complete the Application to Amend Course Enrolment Status form.
2. Submit supporting evidence (e.g., medical certificate, official report).
3. Submit before the leave period begins, if possible.
4. Applications assessed by the Registrar or authorised delegate.

Approval

- Leave is generally granted after two semesters unless medical or compassionate grounds apply.
- Written notification includes duration, conditions for returning, and any impact on enrolment, progression, or visa compliance.

7.4 Attendance and Engagement

Regular attendance and participation are essential for success.

- Attendance is recorded for all classes, including online via the LMS.
- Logging into the LMS counts as attendance.
- Lack of engagement may result in being considered at risk of academic failure.



- Not submitting your assessments or attending class may lead to unit failure and impact course progression.

7.5 Support for “At-Risk” Students

The Institute actively identifies students at risk, especially during the first year.

Indicators of being at risk

- Frequent absence from classes.
- Not engaging with LMS.
- Poor performance in early assessments.
- Difficulties with English or Maths skills.

Support Process

Stage	What happens
Stage 1 – Early Identification	Staff may identify students at risk based on attendance, performance, or behaviour.
Stage 2 – Informal Support	One-to-one session with Director of Learning & Teaching, Student Services, Unit Coordinator, or Student Support Officer.
Stage 3 – Individualised Support	Tailored academic support, English/Maths support, special consideration, or course modifications. Actions documented.
Stage 4 – High-Risk Escalation	Extreme risk reported to Registrar and CEO for appropriate action.

7.6 Cancellation or Suspension of Enrolment

Enrolment may be cancelled or suspended for:

- Disciplinary reasons.
- Non-serious attempts at study (e.g., no attendance, no submissions, no LMS engagement, non-payment of fees).
- Students may appeal before any action is taken.



7.7 Reporting Unsatisfactory Progress (Overseas Students)

The Institute ensures overseas students comply with visa requirements and course progression.

- Students at risk receive formal intervention support.
- Continued unsatisfactory progress may be reported to PRISMS, with prior notification and appeals.
- All actions are documented securely.

7.8 Course Extensions

Domestic Students

- Extensions granted for illness, bereavement, academic or administrative issues, or other exceptional circumstances.
- Applications must include: request form, explanation, evidence, and revised study plan.

Overseas Students

- Extensions comply with ESOS requirements and are granted only when reasonable effort has been made.
- Grounds include compassionate/compelling circumstances, misadventure, or course delivery changes.
- Approved extensions updated in PRISMS to maintain visa compliance.

7.9 Appeals Prior to Reporting or Cancellation

- No reporting, suspension, or cancellation occurs until the internal appeals process is complete.
- Appeals may relate to conditional enrolment, suspension, or cancellation.

7.10 Consideration of Student Wellbeing

- Student wellbeing, safety, and fairness guide all enrolment and progression decisions.



- Compassionate or compelling circumstances are taken into account.
- Overseas students remain enrolled during appeals unless there is immediate risk to health or safety.
- Decisions are documented and communicated clearly, ensuring compliance with ESOS, National Code, and Threshold Standards.



8. Student Grievances, Complaints, and Appeals

The Institute is committed to providing a fair, safe, and supportive learning environment. If you are unhappy with any aspect of your experience, you have the right to raise a complaint or appeal without fear of disadvantage, discrimination, or retaliation. All complaints are taken seriously and handled in a fair, impartial, and timely manner.

8.1 What You Can Complain About

You may raise a complaint or grievance about academic or non-academic matters, including teaching, assessment, services, facilities, or decisions made by the Institute. When making a complaint, you are expected to:

- Follow the complaint process outlined by the Institute.
- Respect confidentiality where required.
- Communicate in a courteous and reasonable manner.

8.2 Informal Complaints

Most concerns can be resolved quickly through an informal process.

- Informal complaints can be made within 12 months of the issue occurring.
- You can raise an informal complaint:
 - In person
 - By phone
 - By email
 - In writing
- Academic matters should be raised with the Dean
- Non-academic matters should be raised with Student Services

Staff will aim to resolve informal complaints as quickly as possible, usually within 20 working days. If the matter cannot be resolved informally, it may be referred to the formal complaint process. You will normally receive an outcome within 3 working days.



of an informal complaint being investigated. More complex matters may take up to 5 working days, and you will be kept informed of progress.

8.3 Formal Complaints

If you are not satisfied with the outcome of an informal complaint, or if the issue is more serious, you may lodge a formal complaint.

- Formal complaints must be submitted in writing using the approved complaint form.
- Complaints should be lodged within 12 months of the issue occurring, or within a reasonable timeframe after an informal outcome.
- Your complaint should clearly explain:
 - What the issue is
 - How it occurred
 - Who is involved
 - What steps you have already taken
 - What outcome you are seeking
- Supporting documents should be included where possible.

The Institute will investigate formal complaints internally in a fair and impartial manner.

8.4 National Student Ombudsman

If your complaint reaches a grievance stage and you are not satisfied with the Institute's internal decision, you may contact the National Student Ombudsman (NSO). The NSO provides accessible, safe, and confidential services for all students. The NSO offers multiple channels for submitting a complaint, including the option to make an anonymous report.

Students may also contact the NSO for information and advice, particularly if they are unsure whether they wish to lodge a complaint.

The NSO can assist students:

- if they are dissatisfied with how a complaint has been handled by their higher education provider
- if they believe a decision has been made in error or that their higher education provider has acted unfairly



- if they are unable to make a complaint directly to their higher education provider

The NSO provides independent advice and guidance on the complaint process. Where the NSO is not the appropriate body to address a particular issue, a referral to a more suitable organisation will be arranged. To contact the NSO via phone please call **1300 395 775**. You can also make a complaint in person Monday to Friday between 10am to 4pm at the NSO Sydney, Level 20, 60 Castlereagh Street, Sydney. You can access more information on the NSO website (<https://www.nso.gov.au>)

8.5 International Students and Notification of Intention to Report

If the outcome of a complaint or appeal affects your Confirmation of Enrolment (CoE), the Institute is required to report the change through PRISMS, which may impact your student visa.

- You will be notified in writing if this occurs
- No changes to your enrolment will be reported until all internal appeals have been completed
- You have the right to appeal decisions relating to:
 - Conditional enrolment
 - Suspension
 - Cancellation of enrolment

You may also contact the Department of Home Affairs directly to discuss any visa-related implications.



9. Policies and Procedures

We provide a wide range of policies and procedures to guide and support students throughout their studies. These documents ensure that all students have clear information about their rights, responsibilities, and the services available to help them succeed. All policies and forms are available on the Learning Management System (LMS) and the Institute website. This makes it easy to access, download, and submit forms whenever needed. These policies are designed to help you navigate your studies effectively, access support when needed, and make informed decisions throughout your time at the Institute. In this section, some of the main policies and procedures that you will need to be familiar with are provided. For further guidance, the Student Services team is available to assist with any questions about policies, procedures, or forms.



10. Campus Location, Facilities and Resources

Our campus is located in Surry Hills, which is conveniently located in the City of Sydney. We are only a couple of minutes away from Central Station. Surrounded by lively cafes, trendy shopping spots, and vibrant entertainment options, our campus offers more than just a top-notch education. Sydney, known for its iconic Opera House, Bondi beach and breathtaking skyline, invites you to immerse yourself in its culture and beauty. Just steps away, you can explore the energetic waterfront scenes of Darling Harbour and Circular Quay, where you will find the majestic Harbour Bridge and the serene Royal Botanic Garden. Experience the best of city life and learning at CITI, where opportunities for both academic and personal growth know no bounds.

10.1 Our Location

The Institute is conveniently located next to Central Train Station, with easy access to trains, buses, and light rail. Just across the road is Prince Alfred Park, where students can enjoy a swimming pool, parklands, and walking tracks. The surrounding area offers a variety of cafes, restaurants, and food outlets within a few minutes' walk, as well as fitness options including gyms, Pilates, and yoga studios. Our location combines excellent transport links with leisure and lifestyle amenities for a vibrant student experience.

10.2 Our Facilities

We have a modern, welcoming campus designed to support student learning and wellbeing. Students have access to:

- Student Lounge Area: A comfortable space to relax, socialise, or study between classes.
- Kitchenette: Equipped for preparing snacks or meals.
- Bathrooms and Accessible Toilets: Including facilities suitable for students with disabilities.



- Spacious, Well-Lit Learning Spaces: Classrooms and common areas benefit from lots of natural light and generous space to ensure a comfortable learning environment.

Our campus is designed to provide a safe, inclusive, and functional environment that encourages collaboration, relaxation, and effective study.

10.3 Our Independent and Collaborative Learning Spaces

Our campus is equipped with a computer lab, independent and collaborative study areas, a library, and learning resources. You are encouraged to make the most of these facilities to enhance your learning experience. Student resources include specialist IT computer labs, workshop areas, student breakout facilities, digital library, learning resources, and academic and learning support.

10.4 Our Innovation Hubs

Our Innovation Hub units are project-based learning models. Students will collaborate on real-world Information Technology and Innovation projects, assuming responsibility for identifying project goals, project milestones, and project artefacts. Students will have the opportunity to engage with authentic problems, leveraging the resources of our Innovation Labs. Learning tasks are based on individual and team capabilities. Content integrates "Just in Time" teaching, covering professional communications and innovation theory.

10.5 IT Systems Access

It is important that you arrange for a student card and access to the Institutes online systems for student email, internet access, and access to the Student Learning System and Student Management System. These are all necessary for you as a student and are easy to arrange. During Orientation, you will be issued with your student card and systems access arranged at the same time.



10.6 IT-Support

You must have your own computer. We understand the importance of reliable IT support to enhance your learning experience and are here to assist you with any technical issues or questions you may encounter during your studies. Whether you need help to log onto the student portal, accessing online resources, troubleshooting, or navigating our learning management system, we are available to provide prompt and effective assistance.



11. Student Rights and Responsibilities

At CITI, you have extensive rights and obligations which apply to you as a student at the Institute. The [Student Code of Conduct Policy and Procedures](#) sets these out very clearly. Familiarise yourself with the policy to ensure you know your rights and of course know what is expected of you in return. This is called 'mutual obligation'. You have agreed to Code of Conduct when you enrolled with the CITI.

11.1 Expectations Regarding Behaviour

We uphold a set of expectations regarding student behaviour to cultivate a positive and respectful learning environment for all. We expect students to conduct themselves with integrity, honesty, and professionalism in all academic and social interactions. This includes demonstrating respect for fellow students, faculty, staff, and visitors to the campus. Students are encouraged to actively participate in class discussions, collaborate with peers constructively, and engage in academic activities with diligence and commitment. Additionally, we expect students to adhere to campus policies and regulations, including those related to academic integrity, attendance, and code of conduct. By upholding these expectations, students contribute to a culture of mutual respect, diversity, and inclusivity, fostering an enriching educational experience for everyone at CITI.

11.2 Code of Conduct

All students are expected to conduct themselves in a manner that reflects respect for peers, faculty, and staff. This includes adhering to the norms of academic integrity, respecting the institute's property, and participating in a constructive manner within the Institute community. Read more about the [Student Code of Conduct Policy and Procedures](#).



11.3 Academic Integrity

Academic integrity is paramount at CITI, and we expect all our students, and staff, to uphold the highest standards of honesty, fairness, ethics, and responsibility in their academic pursuits. This includes submitting original work, properly citing sources, and respecting intellectual property rights. Plagiarism, cheating, and any form of academic dishonesty are strictly prohibited and will result in disciplinary action. We provide you with an orientation module on Academic Integrity during Orientation week and ongoing online modules during your first year of studies.

11.4 Participation in the Educational Community

Active participation in the educational community is a core value at CITI. We encourage you to engage fully in your academic experience by attending classes regularly, actively participating in discussions and group activities, and seeking assistance when needed. Beyond the classroom, you are encouraged to take advantage of the various academic and extracurricular opportunities available, including workshops, seminars, and events. By actively participating in the educational community, you enrich their learning experience, build meaningful connections with peers and faculty, and develop essential skills for success both inside and outside the classroom.

11.5 Get Involved

Joining the Student Representative Committee (SRC) offers you a unique opportunity to actively shape student life and influence decisions that impact the entire campus community. As an SRC member, you'll develop leadership skills, collaborate with peers and faculty, and gain valuable experience in representing student interests. This role not only enhances your resume but also allows you to make meaningful contributions to the student body, ensuring that your voice is heard in shaping the future of the CITI. Make sure you fill out the surveys we give you about your units and teachers. And the general surveys about your student experience. They are very important for us in making your experience better and better.



12. Contact Information

For any inquiries or assistance, contact student services who are readily available to support you. Our academic departments are equipped with knowledgeable faculty members who can address academic-related questions and concerns. Additionally, we provide support for various aspects of student life, including counselling, career guidance, and accommodation assistance. For administrative matters, our offices are accessible to help with enrolment, tuition payments, and other administrative tasks. Should you need to reach out to any department or office, you can find their contact details on www.citi.nsw.edu.au or directly inquire at our campus reception desk. At CITI, we are committed to ensuring that you have the resources and assistance you need to thrive academically and personally.

12.1 Our Office Hours

Our office hours are Monday to Friday 9am to 5pm. We are closed on Saturdays and Sundays and Public Holidays.

12.2 Our Contact Details

You are welcome to call, email, or visit us in person at our campus during office hours.

Phone: +61 8806 1585

Email: student@citi.nsw.com.au

Website: www.citi.nsw.edu.au

Address: Level 5, 136 Chalmers Street, Surry Hills, NSW, 2010



13. Information for International Students

At CITI, we understand the unique challenges that international students face when studying abroad, from adapting to a new culture to navigating academic expectations. Our dedicated support services are designed to help you every step of the way, ensuring a smooth transition and a rewarding educational experience. We are committed to creating an inclusive and welcoming environment where you can thrive academically and personally while pursuing your studies in Australia.

13.1 Student Visa Requirements

We do not give advice on student visas. You must have a valid student visa before you commence your studies with us. Remember that if you are an international student at CITI, you are permitted to enter Australia under student visa conditions which you MUST follow to remain a student. These conditions include for example the study load you must take, your attendance at classes, and the hours of employment you may take. These provisions are set out at the Commonwealth Department of Immigration and Home Affairs website at [Immigration and citizenship](#).

13.2 Student Accommodation: Your Home Away from Home

Ensuring you have a comfortable and secure place to call home while studying is crucial for your overall wellbeing and academic success. Fortunately, there are numerous accommodation options available for international students in Sydney. For a comprehensive overview of student accommodation options tailored to suit your needs, we recommend visiting the New South Wales Government's website. There, you will find valuable information and resources to help you explore various housing arrangements, including homestays, shared apartments, and private rentals. Access the [New South Wales Government's Student Accommodation portal](#) to discover housing options that align with your preferences and budget. Whether you



prioritise convenience, affordability, or a vibrant community atmosphere, you'll find valuable insights to guide your accommodation decisions.

Remember, finding the right accommodation is essential for fostering a supportive environment conducive to your academic pursuits and personal growth. Take the time to research and explore your options to ensure you find a home away from home that meets your needs and enhances your overall student experience.

13.3 Cultural Adjustment Support

Adjusting to a new country and culture is a process known as "culture shock," which occurs gradually and requires time and effort to overcome. Understanding Australia's culture, people, and laws can greatly aid in this adjustment. You can explore these topics further on the Australian Government's website dedicated to Culture Shock (homeaffairs.gov.au).

13.4 Coping with Culture Shock

Culture shock arises from the stress of meeting everyday needs in an unfamiliar environment, often due to a lack of cultural and social skills and knowledge. It is important to note that culture shock is not a breakdown of normal healthy psychological functioning. Differences between your home culture and the new one can be challenging to navigate, leading to feelings of confusion, or being overwhelmed. Common triggers include disparities in language, religion, education, attitudes, climate, and cuisine. Remember, it is okay to feel hesitant or shy; you are not alone in this experience. If you need support, please do not hesitate to reach out to us in confidence – our friendly team are here to help you.



14. Cost of Living in Sydney

Gain a clear idea of typical living costs in Sydney so you can plan ahead and manage your budget with confidence.

14.1 Cost of Living Calculator

This tool is designed to help you estimate how much it could cost to have the lifestyle you choose in Australia. You can compare accommodation arrangements, transportation options as well as other lifestyle choices.

<https://costofliving.studyaustralia.gov.au/>

14.2 General Living Costs

Expense Category	Monthly Cost (AUD)	Notes
Food and groceries	\$1,000 – \$2,500	Shopping at supermarkets such as Coles, Woolworths, and Aldi, or fresh food markets like Paddy's Market, can help reduce costs.
Accommodation	\$980 – \$3,500	Costs vary depending on location, type of accommodation (shared housing, studio, student housing), and proximity to the CITI.
Transport	\$130 – \$800	Public transport in Sydney is convenient and affordable, with discounts available for students. Costs vary depending on travel frequency and distance. Rideshare services provide flexibility but are generally more expensive.
Mobile phone plan	\$30 – \$100	Prices vary according to data limits, call/text inclusions, and contract type. Prepaid plans offer flexibility, while postpaid plans may provide greater value for high-usage students.



Expense Category	Monthly Cost (AUD)	Notes
Gym membership	\$70 – \$100	Costs depend on location, facilities, and membership type. Many gyms offer student discounts. Many of the fitness facilities near the CITI also offer competitive student rates.
Lifestyle expenses	\$350 – \$650	Allow a budget for entertainment and social activities. Many venues, including cinemas, offer student discounts. You must always keep your student card with you for discounts.



15. Disclaimer

Please be aware that CITI reserves the right to adjust pathways, course availability, content, and fees at its discretion. While every effort is made to ensure that the information provided in this document is accurate and up to date, we cannot guarantee that courses will be offered exactly as described. Changes may occur due to regulatory requirements, resource availability, or other institutional considerations. For the most current information on course offerings, terms and conditions, fees, and specific dates and deadlines for the current academic year, please refer to our website or contact our admissions office directly. By enrolling in CITI program, students agree to adhere to all terms and conditions set forth by the institution.