STUDENT HANDBOOK

Imperial Engineering Education

For an innovative tomorrow

TEQSA ID: PRV14379 | CRICOS ID: 04229B

Owner	Version	Name	Approving Body	Vers.Date	Rev.Date
CEO	1.4	Student Handbook 2026	BOD	May 2026	January 2028
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Key Contact Information

Imperial Engineering Education [IEE] Campus
Street Address: TAFE SA Campus, 137 Days Road, Regency Park SA 5010
Postal Address: 137 Days Road, Regency Park SA 5010
Opening Hours: 9:00 am – 5:00 pm
Email: ceo@imperialee.edu.au
Website: https://imperialee.edu.au
Student Services: admin@imperialee.edu.au
LMS Support: lms@imperialee.edu.au

Important Phone Numbers

Service	Number
Emergency — Fire, Ambulance, Police	**000**
South Australian Police (Non-Urgent)	**131 444**
Crime Stoppers SA (Confidential)	**1800 333 000**
Translating and Interpreting Services (24 hrs)	**131 450**
Lifeline (Telephone counselling)	**131 114**
Department of Home Affairs	**131 881**
Overseas Student Ombudsman	**1300 362 072**
National Student Ombudsman	**1300 365 775**

National Student Ombudsman number corrected from '1300 3G5 775' to '1300 365 775'.

Official Point of Contact for Overseas Students

The Admissions and Student Services Officer is the designated official point of contact for all overseas students enrolled at Imperial Engineering Education (IEE). This officer is responsible for assisting with matters related to admissions, enrolment, student support, visa compliance, and general enquiries.

Contact Details for Admissions and Student Services Officer:
Email: admissions@imperialee.edu.au
Phone: (08) 8448 4555
Availability: 9:00 AM to 5:00 PM

Overseas students are encouraged to direct all non-academic enquiries—including those related to admissions, visa conditions, accommodation, wellbeing referrals, and general support—to this officer. For academic matters, please contact your Unit Coordinator or the Academic Dean.

Welcome

Welcome to Imperial Engineering Education.

To assist in your successful transition to studying at Imperial, and to help you progress through your studies, we have prepared this Student Handbook, which contains information about:

- Programs of studies at Imperial Engineering.
- Academic and personal support services.
- The Institute's obligation to you as a student.
- Your rights and obligations as a student, and
- Additional information for international students.

The Student's Handbook is available via the Institute's website at https://www.imperialee.edu.au/currentstudent/studenthandbook

If you need assistance reading or understanding any information in this Handbook, please contact the student support personnel at admin@imperialee.edu.au or at campus between 9:00 AM to 5:00 PM

Mr. Kalyan Kshatri
Chief Executive Officer

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About Imperial Engineering Education

Imperial Engineering Education (CRICOS Provider No. 04229B) became a registered Higher Education Provider under the Tertiary Education Quality and Standards Agency Act 2011 (the TEQSA Act) in 2024.

Our Vision is: To be a leading provider of engineering higher education that provides quality outcomes and gives students the skills and knowledge required to succeed.

Our Mission is: To deliver high-quality engineering technology courses that equip learners with the skills and knowledge required for a rewarding and meaningful career. We deliver a targeted range of course offerings to support employment, industry, and ongoing engagement with engineering communities.

Imperial Engineering Education is accredited [PRV14379] to provide the following courses:

- Master of Engineering Management (CRICOS Course Code: 120744F)
- Graduate Diploma in Engineering Management (CRICOS Course Code: 120743G)
- Graduate Certificate in Engineering Management (CRICOS Course Code: 120742H)
- Bachelor of Engineering Technology (Advanced Manufacturing) (Course ID: 115315C)
- Bachelor of Engineering Technology (Renewable Energy) (Course ID: 115314D)
- Diploma of Engineering Technology (CRICOS Course Code: 120741J)
- Undergraduate Certificate in Engineering Foundations

Graduate Attributes

All IEE graduates are developed to demonstrate the following attributes across their course of study:

- Technical and professional knowledge in their field of engineering or management
- Critical thinking and problem-solving skills applied to real-world engineering challenges
- Effective written and oral communication for professional and academic contexts
- Ethical conduct, integrity, and awareness of professional engineering standards
- Commitment to sustainability, safety, and social responsibility
- Collaborative teamwork in diverse, multi-disciplinary settings
- Lifelong learning and professional development orientation

The Campus

The Institute's campus is located within the TAFE SA grounds at 137 Days Road, Regency Park, 5010, which is 20 minutes by car from the Adelaide CBD or 50 minutes by bus.

The campus features spacious, modern classrooms and extensive amenities designed to provide a conducive learning environment for students pursuing their academic interests. The classrooms and labs are fully equipped with appropriate technology, comfortable tables and chairs, wheelchair-friendly, with ample space for movement. Each classroom accommodates up to 30 students.

Computer laboratories are equipped with appropriate teaching facilities including student email, internet, and Learning Management System access. Electronic spreadsheet software such as Microsoft Excel, word processing software such as Microsoft Word (or similar), MATLAB, and CAD software.

Personal Computers: Students may use their own laptop computers within the campus with access to the Institute network using the WiFi. Minimum recommended specifications:

- A 2.5–2.9 GHz processor
- 8GB of RAM
- A dedicated graphics card with at least 2GB of VRAM
- A 1920×1080 resolution display
- A 64-bit Windows 10 or 11 operating system
- For optimal performance: a faster processor (3+ GHz), 16GB+ RAM, and higher-end graphics card

Students are advised to have a USB/external hard drive for document control and file backup.

Campus facilities include:

- Physics/Basic Engineering Laboratory: equipment for basic mechanics and electrical experiments
- Workshop: 3D printers, CNC machines, lathes, drills, and tools
- Free internet access, wireless connection available throughout the campus
- Disabled access
- Flexible learning spaces
- Library and quiet study area
- Students breakout area
- Student support area
- Student Cafeteria connected to TAFE SA

Some facilities, including the library, student lounges, and cafeteria, will be shared between Imperial and TAFE SA.

Entry Into Australia

Australian Immigration

Upon arriving in Australia, you'll need to navigate through Australian Immigration. Look for the signs directing you to Arriving Passengers as you exit the plane. There, you will meet an Immigration Officer to whom you must present your valid passport, Australian Student Visa, and Confirmation of Enrolment (COE). These documents confirm your eligibility to study in Australia.

Bringing Goods into Australia

Most personal items may be brought into Australia in your accompanied baggage, free from duty and tax. Personal goods are free from duty and tax if they are owned and used by you overseas for 12 months or more, or imported temporarily.

If you are aged 18 years or over, you can bring up to $900AUD worth of general goods into Australia duty-free.

- DON'T BRING: Fresh fruit, homemade food, items with biosecurity risk
- DECLARE: Duty-free items, prescription medicines, alcohol, tobacco

For the latest biosecurity information: https://www.abf.gov.au/entering-and-leaving-australia/can-you-bring-it-in

Accessing Money

All banks operate differently — discuss fees, charges, and access with your bank BEFORE you leave. As an international student you will need a valid student visa, passport, and an Australian residential address to open a bank account. It is recommended to have approximately $2,000–$5,000 AUD available for the first two to three weeks.

Recommended banks: Commonwealth Bank (www.commbank.com.au), NAB (www.nab.com.au), Westpac (www.westpac.com.au), ANZ (www.anz.com.au).

Studying in Australia

Many of you will be studying in Australia for the first time. Imperial will support you through all the services and programs outlined in this student handbook. A great resource for you is Study Adelaide: https://studyadelaide.com/

Your Rights and Obligations

Imperial is required to abide by laws relating to Higher Education to protect current and prospective students. We abide by the Higher Education Standards Framework (Threshold Standards) 2021, and the Education Services for Overseas Students Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018. Imperial's policies and procedures are designed to detail in what way and how Imperial will meet those requirements.

As a student of Imperial, you are also obliged to meet certain requirements, including adhering to good student conduct, maintaining academic progress and integrity, satisfying your visa requirements as stated in the COE, and the payment of your student fees.

Key obligations regarding fees:

- Imperial's current tuition and non-tuition fees are available at www.imperialee.edu.au/courses
- Fees are also included in the Letter of Offer and are accurate at the time of issue but remain subject to change
- Imperial reserves the right to vary its fees. As far as practicable, Imperial will give a minimum of six (6) months' notice of any changes to tuition or non-tuition fees
- Tuition fees are published at least six (6) months before the commencement of the study period in which they are due
- Students should expect tuition and non-tuition fees to increase annually in line with inflation and CPI

Education Services for Overseas Students Legislative Framework (ESOS)

Imperial Engineering Education is a registered higher education provider that offers education services to overseas students. The Legislative Framework incorporates the ESOS Act 2000 and the National Code 2018. The ESOS Framework has been designed to establish and maintain national standards for the provision of education and training services to international students. This Legislation applies only to students enrolled in an onshore program and remaining in Australia on a Student Visa.

Fees

Fees contained in the table below are indicative only and may change during your studies. Imperial will give you reasonable notice, at least six (6) months, before a change in fees. Please refer to your offer letter regarding the most current fees for your course.

Table 1. Fees Schedule for IEE Courses (in AUD)

Course Name	CRICOS Course Code	No. Units	Credit fees per unit	Materials Fee	Indicative Total Fee (excl. Application Fee)
Undergraduate Certificate in Engineering Foundation		4 (10 CP units)	$3,300.00	$700.00	**$13,200.00**
Diploma of Engineering Technology	120741J	8 (10 CP units)	$3,300.00	$1,400.00	**$26,400.00**
Bachelor of Engineering Technology (Advanced Manufacturing)	115315C	22 (10 CP units) 2 (20 CP units)	$3,300.00 $6,600.00	$4,200.00	**$75,000.00**
Bachelor of Engineering Technology (Renewable Energy)	115314D	22 (10 CP units) 2 (20 CP units)	$3,300.00 $6,600.00	$4,200.00	**$75,000.00**
Graduate Certificate in Engineering Management	120742H	4 (10 CP units)	$3,750.00	N/A	**$15,000.00**
Graduate Diploma in Engineering Management	120743G	8 (10 CP units)	$3,750.00	N/A	**$30,000.00**
Master of Engineering Management (MEM)	120744F	14 (10 CP units) 1 (20 CP unit)	$3,750.00 $7,500.00	N/A	**$60,000.00**

MEM fee structure corrected from '4 units × $3,750 + 4 units × $7,500' (which implied only $45,000) to the correct '14 units × $3,750 + 1 unit × $7,500 = $60,000' matching the 15-unit MEM structure.

Table 2. Non-Tuition Fees (in AUD)

Non-Tuition Fees	Amount (AUD)
Application Fee	$500.00
Late payment of tuition fee (per week)	$50.00
Deferral of studies fee	$350.00
Airport pick-up fee	$500.00
Replacement Testamur fee	$100.00
Interim transcript fee	$50.00
Replacement Student ID fee	$20.00
Late return of library books fee	$50.00

You can read more about Fees in our Student Fees Policy and Procedure available via the Imperial website. Fees are payable each study period by the due date, which will be in your Letter of Offer or on our website. Non-payment of tuition fees can result in suspension or termination of your enrolment.

Tuition Protection for International Students

Imperial Engineering Education (IEE) complies with the Education Services for Overseas Students (ESOS) Act 2000 and its associated legislative framework. All international students studying at IEE on a student visa are protected by the Tuition Protection Service (TPS).

The TPS is an Australian Government initiative that serves as a safety net for international students. It comes into effect only if IEE defaults — meaning IEE is unable to start your course on the agreed start date, or continue providing your course after it has started.

If a default occurs, the TPS Director will work with you to find a suitable alternative course at another institution. If a suitable placement cannot be found, you will be eligible for a refund of any unspent pre-paid tuition fees.

IEE is registered with and pays an annual levy to the TPS as required by law. Coverage under the TPS is automatic for all eligible IEE students. No additional action is required from you.

Contact the TPS only if IEE defaults: Website: www.tps.gov.au | Phone: 1300 980 434 (within Australia).

Refunds

The International Student Refund Table below outlines the refund percentage concerning various scenarios and circumstances.

Table 3. International Student Refund Table

Time of Withdrawal	Notification of cancellation or non-commencement	Withdrawal from a unit	Visa Refusal / Conditions not met / IEE unable to provide course	Misconduct or fraudulent material	Cancellation due to non-payment
75 days or more before course start	50% refund minus $500 admin fee	N/A	100% refund minus $500	100% of Letter of Offer deposit retained	N/A
Fewer than 75 days before course start	0% refund	If unauthorised/breaches visa: fees retained	100% refund minus $500	100% of deposit retained	N/A
Before Census Date	0% refund	If unauthorised/breaches visa: fees retained	100% refund minus $500	100% of deposit retained	N/A
After Census Date	0% refund	Fee liability incurred	100% refund minus $500	100% of deposit retained	0% Refund

Scenarios where no refund is possible:

- Imperial will not refund the tuition fees for units commenced for any/all students whose enrolment is terminated due to the student's misconduct.
- For international students: Non-payment of outstanding debt, breach of International Student regulations, or failure to comply with required Visa conditions.

Student withdraws from their course

- All students seeking to withdraw must complete the Application for Deferment-Cancellation form.
- All applications for refunds must be submitted by completing Imperial's Application for Refund Form.
- Application forms should be submitted via email and will be reviewed by the Academic Dean.

Course is discontinued or Imperial defaults

In unlikely circumstances where Imperial is unable to deliver a course or unit, and the student does not accept Imperial's offer of enrolment in another course, the student is entitled to a refund of the unspent tuition fees. The Tuition Protection Service will work with Imperial to meet its obligations to its students.

Payment of Refunds

- Refunds will be made within twenty (20) business days of receiving the refund application.
- Approved refunds will include written notification to the student of how the refund was calculated.
- Approved refunds will be paid back to the original source of payment.

Suspension or Exclusion

Imperial will in every case endeavour to resolve issues within its community by providing student support through various channels, including its grievance and appeals processes. However, exclusion or suspension from Imperial may be deemed a suitable penalty as per the Student Misconduct Policy and Procedure for severe or repeated behavior against Imperial's values.

Offenses that may result in suspension or exclusion include:

- The use of physical violence against any person
- Willfully damaging or stealing Imperial property
- Engaging in criminal behavior or behavior that causes serious distress to members of the Imperial community
- Any act or omission that can endanger the safety or health of others where there is a serious risk of bodily harm
- Any type of fraud, including fraudulent representation of grades or awards for prior learning
- Tampering with and/or making a fraudulent representation involving any medical certificate
- Any other type of fraudulent documentation provided to Imperial
- Bringing a weapon onto the campus, placement premises, or site of any educational activity

Living in Adelaide

Adelaide is South Australia's capital, situated on the Adelaide Plains, with a population of more than 1.3 million. It is small enough to be friendly and welcoming, but big enough to be filled with culture, attractions, and adventure.

Overview

- Population: 1.32 million
- Median Age: 39.2 years old
- Average temperatures: 29°C in summer and 15°C in winter
- Between 5 hours of sunshine in winter and 10.5 hours in summer

Accommodation Guide — Cost of Living

As per the Evidence of financial capacity – Subclass 500 Visa Instrument (as of May 2024), student visa applicants must have access to the following funds:

- $29,710 per year for the main student
- $10,394 per year for the student's partner/spouse
- $4,449 per year for each of the student's children

Visa Conditions and Work Limitations

Students may breach their visa conditions with a consequence of visa cancellation if they fail to meet any of the following conditions:

- Maintain a valid enrolment in a CRICOS-registered course
- Regularly attend classes and maintain satisfactory academic progress as stated by the Institute Academic Progression Policy and Procedures
- Must continue to have sufficient financial capacity to support their study and stay in Australia
- Must notify the Institute of any changes in their residential address in Australia within seven (7) days
- Must maintain Overseas Student Health Cover (OSHC) for their entire stay in Australia

Work Limitations: You cannot work more than 48 hours at any fortnight when your course of study or training is in session. A fortnight is 14 days starting on a Monday. For detailed work rights information, visit the Fair Work Ombudsman website.

Student Responsibilities

Imperial Engineering Education requires that all international students maintain current and accurate contact information in their student records at all times:

- Your current Australian residential address
- Your mobile phone number and email address
- At least one emergency contact person (name, relationship, phone and email)

You can update your contact information at any time by logging into the student portal on the IEE LMS or emailing Student Services at admin@imperialee.edu.au. Failure to maintain up-to-date contact information may affect your enrolment status and visa compliance.

Overseas Student Health Cover (OSHC)

Student visa holders must have OSHC during their stay in Australia because it covers your visits to doctors and, depending on your level of cover, hospital treatment, ambulance and medicines. Learn more: https://www.studyaustralia.gov.au/english/live/insurance

Transport

Every part of Adelaide can be reached by the extensive public transportation system, which includes buses, trains, and trams. Plan your route at https://www.adelaidemetro.com.au. To travel on public transport, you will need to pay using either MetroCARD or Buy C Go app.

As a Tertiary Student in Adelaide, you will receive a Concession Card which allows unlimited bus, train and tram services with a 28-day Pass for $57.80AUD.

Student Support

Imperial is committed to providing support for students so they can achieve the best academic outcomes they can while studying. Please be advised of the services available below if your circumstances are having a negative effect on your education.

Table 4. List of Student Support Services

Support Service	Description
Student Services	Professional support staff provide timely advice to students on matters related to enrolment and assist students in making appointments for other support services, including with academic staff. Student Services offers referrals to assist with advice on visa conditions, including employment rights, and conditions, and on avenues for resolving issues arising concerning employment (e.g. Fair Work Ombudsman). Student Services provides advocacy and other support for complainants and appellants. Email: admin@imperialee.edu.au Phone: 0414 942 921 Hours: Monday to Friday 9:00am–5:00pm
Reception and Orientation Program	All new students starting their Degree at Imperial will be provided with information about their study during the orientation program. All students will participate in the Orientation Program at the commencement of their studies typically week 1 of the academic semester. Orientation will include coverage of the nature of the Degrees and learning expectations as well as an introduction to academic learning and personal support services and local and cultural orientation. Email: admissions@imperialee.edu.au Phone: (08) 8448 4555
Librarian	Imperial Students may use the TAFE SA Campus Library. The librarian will provide Information Literacy Sessions, research and referencing support, and access to resources. TAFE SA Regency Campus Library is open Monday – Friday 9.00am–5.00pm.
Academic Staff	Academic staff are available for individual student consultation by appointment. There are three weeks of learning enrichment and student consultations before the final assessment week. Email for unit-specific matters: unit coordinator. For other academic matters: cc@imperialee.edu.au
Learning Portal – LMS	Imperial's learning portal is the primary site for provision of course information and learning resources. LMS training is conducted during Orientation. Enquiries: lms@imperialee.edu.au
Counselling Services	Admissions can assist you in accessing counselling and related services through our partnership with LiveWell Counselling. These services are available 24 × 7. Contact: 1300 431 907 | angela@livewellcounselling.com.au You are entitled to two (2) free counselling sessions paid for by Imperial. Any additional visits are at your own cost.
Student Information	Imperial provides a range of accessible, plain English student-facing policies via our website at https://imperialee.edu.au
Student Representatives	Imperial's Student Representation Policy and Procedure provides for active engagement of students in the academic governance of Imperial. www.imperialee.edu.au > current students > Policies and Procedures
Academic Support & Study Assistance	IEE offers structured academic support including: academic staff consultation hours (posted on LMS); dedicated learning enrichment weeks each semester; LMS digital hub for all course materials; library and research support via TAFE SA Regency Campus Library (Mon–Fri 9am–5pm); peer support and study groups; academic skills development; and early intervention and progress monitoring. For general academic questions: cc@imperialee.edu.au

Student Safety, Security and Wellbeing

At Imperial Engineering Education, the safety, security, and wellbeing of our students and staff are our highest priority. We are committed to fostering a secure and supportive learning environment.

Immediate Safety & Security Contacts:

- Imperial Reception: 08 8448 4555
- TAFE SA Security: 08 8348 2648
- Off-Campus or Life-Threatening Emergencies: Dial 000

Concerning behavior includes but is not limited to: assault, threats, harassment (including sexual assault and harassment), stalking, bullying, racism, discrimination, emotional abuse, technology-facilitated abuse, scams, self-harm, or suicidal behavior. All such reports will be managed formally and sensitively in accordance with Imperial's Student Misconduct Policy and Procedure.

Policy reference: www.imperialee.edu.au/policies-procedures/ > Current Students > Student Misconduct Policy and Procedure.

All information, advice, and referrals provided by IEE staff regarding support services — whether academic, personal, health, legal, or financial — are offered at no extra cost to you.

Health

Adelaide medical centres near campus:

- Adelaide Health Care: https://www.adelaidehealthcare.com.au/
- Regency Medical Clinic: https://regencyclinic.com.au/
- National Home Doctor (after-hours): 13 137 425 | http://www.13sick.com.au

Legal Services

- Legal Services Commission of SA: www.lsc.sa.gov.au | 1300 366 424
- Community Legal Centres SA: www.clcsa.org.au | 1300 860 529
- Women's Legal Services SA: www.wlsa.org.au | 1800 816 349
- JusticeNet SA: www.justicenet.org.au | (08) 8410 2280

Financial Services

- CBA: Shop 45, Armada Arndale SC, 470 Torrens Road, Kilkenny SA 5009 | www.commbank.com.au
- NAB: Centro Arndale, 470 Torrens Road, Kilkenny SA 5009 | www.nab.com.au

Wellbeing

If you feel stressed or upset, please come and see us. External counselling services are available:

LiveWell Counselling | Phone: 1300 431 907 | Mobile: 0423 585 096 | Email: angela@livewellcounselling.com.au | 229 Fullarton Road, Eastwood SA 5063

You are entitled to two (2) free counselling sessions paid for by Imperial. Any additional visits are at your own cost. (Corrected in v1.4 — a previous inconsistency between two sections of the handbook stated '2 free

sessions' in the Student Support table and '3 free visits' in the Wellbeing section. The correct entitlement is two (2) free sessions as confirmed by IEE management.)

Table 5. List of Counselling and Consulting Services

Service	Website	Phone
Beyond Blue – Depression and Anxiety Support	https://www.beyondblue.org.au	1300 224 636
Poisons Information Centre	www.sahealth.sa.gov.au	13 11 26
Sexual Assault, Family & Domestic Violence Counselling	https://www.1800respect.org.au	1800 737 732
Urgent Mental Health Care Centre (24×7)	www.umhcc.org.au	8448 9100
Headspace Adelaide (24×7)	www.headspace.org.au	8215 6340
Mensline Australia (24×7)	www.mensline.org.au	1300 789 978
Kids Helpline (Teens 13-17)	www.kidshelpline.com.au	1800 551 800
Suicide Call Back Service (24×7)	www.suicidecallbackservice.org.au	1300 659 467

The Student Wellbeing Policy and Procedure guides Imperial's approach to student wellbeing. You can view it at www.imperialee.edu.au > current students > Policies and Procedures > Student Wellbeing Policy and Procedure.

Admission Requirements

All applicants being considered for Imperial courses must:

- Demonstrate that they meet the published academic requirements and English language requirements for the course
- Be over 18 years of age at the time that they commence the course for which they have applied
- Contain in their completed application their signature, original documents or certified copies of documents as requested by Admissions

IEE does not admit students under the age of 18. Applications from persons who will be under 18 at course commencement will not be accepted. IEE does not make arrangements for the welfare, accommodation or guardianship of students under 18 years of age. (Added in v1.4 per National Code Standard 5 and Admission Policy v1.4 clause 12A.)

Further information is in Imperial's Admission Policy and Procedure at www.imperialee.edu.au > current student > policies and procedures.

Academic Requirements — Undergraduate Courses

To satisfy the General Entry Requirements for admission to an undergraduate course at the Institute, applicants must meet at least one of the following academic entry requirements AND at least one of the mathematics pre-requisites:

Academic entry (one of):

- Successful completion of Australian Standard Year 12 or equivalent with a minimum ATAR of 60 or equivalent
- Satisfactory completion of an accredited Tertiary Foundation Program
- Successful completion of a relevant Cert IV or higher in higher education preparation or engineering related field
- Successful completion of at least 2 units or subjects at Australian higher education institution
- Completion of Skills for Tertiary Admission Test (STAT) with a minimum score of 150

Mathematics pre-requisites (one of):

- Australian Standard Year 12 or equivalent Mathematical Methods with a minimum score of 40 percent
- Successful completion of Aptitude for Engineering and Computer Science Assessment (AEA) prepared by ACER
- ACER Mathematics Assessment for Incoming Students (AMAIS) with a minimum score of 70% in foundation level and 60% in intermediate level

Academic Entry Requirements — Postgraduate Courses: Applicants for MEM, GDEM, and GCEM must also meet the specific academic entry requirements for their chosen course. These requirements are set out in Table 6B below and are in addition to the English Language Proficiency requirements. (Added in v1.4 per HESF Standard 2.4.1 and Admission Policy v1.4.)

Table 6A. Postgraduate Academic Entry Requirements

Postgraduate Course	Academic Entry Requirement	English Language Requirement
Master of Engineering Management (MEM) AQF Level 9	An AQF Level 7 Bachelor degree (or recognised international equivalent) in engineering, engineering technology, or a closely related STEM discipline, with a minimum GPA of 4.5 out of 7 (or equivalent); OR an AQF Level 7 Bachelor degree in any discipline plus a minimum of two (2) years of full-time equivalent professional work experience in an engineering or management context.	IELTS 6.5 overall, no band < 6.0 (or equivalent — see Table 6B above)
Graduate Diploma in Engineering Management (GDEM) AQF Level 8	An AQF Level 7 Bachelor degree (or recognised international equivalent) in engineering, engineering technology, or a closely related STEM discipline; OR an AQF Level 7 Bachelor degree in any discipline plus a minimum of two (2) years of full-time equivalent professional work experience in an engineering or management context.	IELTS 6.5 overall, no band < 6.0 (or equivalent — see Table 6B above)
Graduate Certificate in Engineering Management (GCEM) AQF Level 8	An AQF Level 7 Bachelor degree (or recognised international equivalent) in any discipline; OR completion of the IEE Graduate Diploma in Engineering Management.	IELTS 6.5 overall, no band < 6.0 (or equivalent — see Table 6B above)

English Language Requirements — Undergraduate Courses

Applicants for whom English is not their principal language or who have not completed a secondary or tertiary education in English are required to demonstrate sufficient proficiency in English. The minimum level of English proficiency for undergraduate courses is an overall IELTS score of 6.0 with no individual band lower than 5.5, or equivalent.

Table 6. English Language Test Equivalency and ELICOS Duration Required (Undergraduate)

IELTS Academic	TOEFL iBT	Pearson (PTE)	Cambridge CAE	OET	ELICOS Duration (EAP)
IELTS 6.0 (with 1+ band < 5.5)	Overall 60 (with < 12 Reading, 11 Listening, 17 Speaking, 20 Writing)	Overall 50 (1+ skill < 45)	Overall 169 (1+ < 162)	—	5 Weeks
IELTS Overall 5.5	46–59	Overall 43–49	—	—	10 Weeks
IELTS Overall 5.0	35–45	Overall 36–42	—	—	20 Weeks
IELTS Overall 4.5	32–34	Overall 30–35	—	—	52 Weeks

IEE will also accept successful completion of an English for Academic Purposes course at a higher education provider registered by TEQSA, or a registered training organisation with ASQA, ELICOS or NEAS.

English Language Requirements — Postgraduate Courses (MEM, GDEM, GCEM): The minimum English language proficiency requirement for all postgraduate programs at AQF Level 8 and 9 is higher than for undergraduate courses, reflecting the advanced academic demands of postgraduate study. The following table sets out the minimum requirements. (Added in v1.4 per HESF Standard 2.4.1, National Code Standard 1.2.3, and Admission Policy v1.4.)

Table 6B. English Language Requirements — Postgraduate Courses (MEM / GDEM / GCEM)

Test	IELTS Academic	TOEFL iBT	PTE Academic	Cambridge CAE	OET
Master of Engineering Management Graduate Diploma in Engineering Management Graduate Certificate in Engineering Management	Overall 6.5 No band < 6.0	Overall ≥79 No sub-score < 18	Overall ≥58 No skill < 50	Overall ≥176 No component < 169	Grade B in all four components

IEE will also accept evidence of: (a) successful completion of a minimum 10-week English for Academic Purposes (EAP) course at an ELICOS-accredited or TEQSA-registered institution at a level equivalent to IELTS 6.5 or above; or (b) completion of a minimum of two years of full-time study at AQF Level 7 or above delivered entirely in English at a recognised institution within the five years prior to application. ELP waivers for postgraduate courses are at the discretion of the Academic Dean.

Credit and Recognition of Prior Learning

Imperial will grant credit for successful completion of relevant prior formal, non-formal and/or informal learning. Imperial maintains a Credit and Recognition to Prior Learning Policy and Procedure at www.imperialee.edu.au > Current Students > Policies and Procedures.

Assessment applications for credit will be:

- Evidence-based, transparent, and equitable
- Applied consistently and fairly with decisions subject to review and appeal
- Defensible, based on your ability to meet the learning outcomes
- Decided promptly so as not to disadvantage you
- Formally documented and recorded with reasons for the decision

Complaints and Appeals

Imperial takes student complaints seriously and has established processes for students to raise issues formally and informally for resolution. We encourage students to contact Admissions for any issue that may arise related to Imperial.

Complaints

Students can raise issues confidentially or anonymously through contacting Admissions. After seeking support from Admissions, students can submit a formal grievance to the Academic Dean, who will acknowledge receipt within five (5) working days.

- For minor grievances: Academic Dean will provide a letter within ten (10) working days explaining steps and decisions taken
- For major grievances: CEO will appoint an independent person to investigate; a letter will be provided within ten (10) working days of receiving the report

Appeals

- Students must choose to appeal within twenty (20) days of the determination being made
- Appeals lodged initially with Academic Dean (academic decisions) or CEO (administrative decisions)
- Student Appeals Committee has ten (10) working days to provide a response
- External appeal through the 'Resolution Institute' or other suitable organisation if internal processes are unsatisfactory
- At no point will a student bear costs for engaging in the grievance or appeals process

Full details: www.imperialee.edu.au > current students > Policies and Procedures > Student Appeals Policy and Procedure.

Our Courses

Imperial is pleased to offer courses in Engineering Technology and Engineering Management.

- Bachelor of Engineering Technology (Advanced Manufacturing)
- Bachelor of Engineering Technology (Renewable Energy)
- Diploma of Engineering Technology
- Master of Engineering Management
- Graduate Diploma in Engineering Management
- Graduate Certificate in Engineering Management
- Undergraduate Certificate in Engineering Foundations

Master of Engineering Management (MEM)

The Master of Engineering Management provides advanced knowledge and integrated skills for leadership within engineering and technical organisations. This program focuses on strategic decision-making, innovation, and the management of complex engineering systems.

Career Outcomes

Graduates may pursue senior roles such as engineering managers, project managers, operations managers, and technical leaders across a range of industries.

Course Details

Course Name	Master of Engineering Management (MEM)
Study Mode	Face-to-face on campus (primary delivery mode). Online/blended study may supplement on-campus delivery but does not replace minimum on-campus attendance requirements for international students on a student visa.
Course Duration	2 years full-time | 4 years part-time
Accreditation Status	Approved by TEQSA
CRICOS Course Code	120744F
Course Level	AQF 9 (Master's Degree)
Credit Points	160 credit points (15 units: 14 × 10CP + 1 × 20CP Research Project)
Course Delivery	Four (4) semesters. Each semester: 12 weeks of delivery + 1 week major assessment + 3 weeks reflection/consultation. Each unit: 4 compulsory contact hours/week + 6 hours self-directed study.
Entry Requirements	AQF Level 7 Bachelor degree in engineering or closely related STEM field (or equivalent), minimum GPA 4.5/7; OR AQF Level 7 Bachelor degree in any discipline plus 2+ years relevant work experience. See Table 6A.
English Language Requirements	IELTS 6.5 overall, no band < 6.0 (or equivalent). See Table 6B.

Course Units

Unit Code	Unit Name	Credit Points
MEM01	Leadership and Organisational Behaviour	10 CP
MEM02	Cost Engineering	10 CP
MEM03	Project Management	10 CP
MEM04	Systems Engineering	10 CP
MEM05	Data Analytics and Decision Making	10 CP
MEM06	Sustainability and Environmental Management	10 CP
MEM07	Innovation and Entrepreneurship	10 CP
MEM08	Marketing Management	10 CP
MEM09	Law and Ethics in Engineering	10 CP
MEM10	Human Resources Management	10 CP
MEM11	Strategic Management	10 CP
MEM12	Research Methods in Engineering	10 CP
MEM13	Artificial Intelligence Implications and Applications	10 CP
MEM14	Operations Management	10 CP
MEM15	Masters' Research Project	20 CP
	TOTAL	**160 CP**

Table 10. Course Structure – Master of Engineering Management (MEM)

Timeline	Unit	Prerequisites	Co-requisite
Year 1 Semester 1	MEM01: Leadership and Organisational Behaviour MEM02: Cost Engineering MEM03: Project Management MEM04: Systems Engineering	Nil	Nil
Year 1 Semester 2	MEM05: Data Analytics and Decision Making MEM06: Sustainability and Environmental Management MEM07: Innovation and Entrepreneurship MEM08: Marketing Management	Nil	Nil
Year 2 Semester 1	MEM09: Law and Ethics in Engineering MEM10: Human Resources Management MEM11: Strategic Management MEM12: Research Methods in Engineering	Nil	Data Analytics and Decision Making
Year 2 Semester 2	MEM13: Artificial Intelligence Implications and Applications MEM14: Operations Management MEM15: Masters' Research Project (20CP)	Project Management All Year 1 units	Research Methods in Engineering

Course Learning Outcomes

- Critically evaluate Engineering management theories, principles and frameworks and their application in driving organisational transformation
- Synthesise and appraise interdisciplinary management tools, techniques and emerging technologies to inform strategic decision making
- Critically assess and manage engineering project risks, using quantitative and qualitative methods
- Conduct and disseminate applied research in engineering management, advancing theoretical and practical knowledge
- Articulate complex engineering management challenges and solutions with clarity and precision
- Lead organisational innovation and entrepreneurship in engineering contexts
- Integrate sustainability and ethical decision-making within the engineering management process
- Collaboratively engage with stakeholders from diverse engineering disciplines to co-create strategic solutions

Assumed Knowledge

- A foundational understanding of engineering principles relevant to their prior studies or professional experience
- Competency in quantitative analysis, including algebra, basic statistics, and data interpretation
- The ability to apply logical reasoning, critical thinking, and structured problem-solving approaches
- Basic understanding of organisational or business concepts
- Proficiency in written and verbal communication suitable for professional and academic contexts

Graduate Diploma in Engineering Management

The Graduate Diploma of Engineering Management builds on foundational knowledge to develop applied management capabilities in engineering contexts. It focuses on project delivery, resource management, and decision-making within complex technical environments.

Career Outcomes

Graduates may pursue roles such as project coordinators, team leaders, or engineering management support positions across a range of industries. The qualification supports progression into the Master of Engineering Management.

Course Details

Course Name	Graduate Diploma in Engineering Management
Study Mode	Face-to-face on campus (primary). Blended delivery may supplement on-campus attendance.
Course Duration	1 year Full time
Accreditation Status	Approved by TEQSA
CRICOS Course Code	120743G
Course Level	AQF 8 (Graduate Diploma)
Credit Points	80 credit points (8 units)
Entry Requirements	AQF Level 7 Bachelor degree in engineering or STEM, OR AQF Level 7 in any discipline + 2 years work experience in engineering. See Table 6A.
English Language Requirements	IELTS 6.5 overall, no band < 6.0 (or equivalent). See Table 6B.

Table 11. Course Structure – Graduate Diploma in Engineering Management

Timeline	Unit	Prerequisites	Co-requisite
Year 1 Semester 1	MEM01: Leadership and Organisational Behaviour MEM02: Cost Engineering MEM03: Project Management MEM04: Systems Engineering	Nil	Nil
Year 1 Semester 2	MEM05: Data Analytics and Decision Making MEM06: Sustainability and Environmental Management MEM07: Innovation and Entrepreneurship MEM08: Marketing Management	Nil	Nil

Course Learning Outcomes

- Critically evaluate Engineering management theories, principles and frameworks
- Synthesise and appraise interdisciplinary management tools, techniques and emerging technologies
- Critically assess and manage engineering project risks
- Conduct and disseminate applied research in engineering management
- Articulate complex engineering management challenges with clarity and precision
- Lead organisational innovation and entrepreneurship in engineering contexts
- Integrate sustainability and ethical decision-making within engineering management
- Collaboratively engage with diverse engineering discipline stakeholders

Graduate Certificate in Engineering Management

The Graduate Certificate in Engineering Management provides foundational knowledge in management principles within engineering and technical environments. It is designed for graduates and early-career professionals seeking to develop skills in coordination, communication, and organisational processes.

Career Outcomes

Graduates may pursue roles involving project support, coordination, and team-based responsibilities within engineering and related industries. The qualification provides a pathway into the Graduate Diploma and Master of Engineering Management.

Course Details

Course Name	Graduate Certificate in Engineering Management
Study Mode	Face-to-face on campus (primary).
Course Duration	6 Months Full time
Accreditation Status	Approved by TEQSA
CRICOS Course Code	120742H
Course Level	AQF 8 (Graduate Certificate)
Credit Points	40 credit points (4 units)
Entry Requirements	AQF Level 7 Bachelor degree in any discipline; OR completion of the IEE Graduate Diploma in Engineering Management. See Table 6A.
English Language Requirements	IELTS 6.5 overall, no band < 6.0 (or equivalent). See Table 6B.

Table 12. Course Structure – Graduate Certificate in Engineering Management

Timeline	Unit	Prerequisites	Co-requisite
Year 1 Semester 1	MEM01: Leadership and Organisational Behaviour MEM02: Cost Engineering MEM03: Project Management MEM04: Systems Engineering	Nil	Nil

Bachelor of Engineering Technology (Advanced Manufacturing)

The Bachelor of Engineering Technology (Advanced Manufacturing) will prepare you to be an engineering technologist with industry relevant knowledge, skills, and attributes. Imperial has created strong industry partnerships within the advanced manufacturing sector and focuses on workplace integrated learning.

Career Outcomes

Engineering Technologists in Advanced Manufacturing can work in many industries, including automotive, aerospace, conceptual design, applications, and food and beverage. They can work in a variety of roles such as design, process, quality, facilities, and production management.

Course Details

Course Name	Bachelor of Engineering Technology (Advanced Manufacturing)
Study Mode	On Campus
Course Duration	3 years
Accreditation Status	Approved by TEQSA
TEQSA Provider ID	PRV14379
CRICOS Provider Code	04229B
CRICOS Course Code	115315C
Course Level	AQF 7 (Bachelor's Degree)
Credit Points	240 credit points (22 units)
Course Delivery	Six (6) semesters. Each semester runs for 16 weeks: 12 weeks of delivery, 1 week of final exam/major assessment, and 3 weeks of reflection and student consultation.

Course Structure

Owner	Version	Name	Approving Body	Vers.Date	Rev.Date
CEO	1.4	Student Handbook 2026	BOD	May 2026	January 2028
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To meet the degree requirements for the Bachelor of Engineering Technology (Advanced Manufacturing) you will need to complete 240 credit points in 22 units: Ten (10) Engineering Technology Core Units, Six (6) Engineering Practice Core Units, Five (5) Discipline Specialisation Core Units, One (1) Elective Unit.

Course Learning Outcomes

- Acquire and apply technical knowledge in Advanced Manufacturing Engineering, including theories, principles, and concepts to evaluate processes and sustainable technology solutions
- Appraise and apply Advanced Manufacturing methods, tools and techniques to generate innovative and creative solutions to complex real-world problems
- Critically analyse and evaluate Advanced Manufacturing Engineering principles, products and design processes to inform evidence-based decision making
- Apply systematic problem solving and project management skills to propose and implement ethical and sustainable manufacturing solutions
- Communicate engineering concepts, frameworks and designs, taking responsibility for continuing professional development and lifelong learning
- Demonstrate a commitment to integrity, ethical conduct, professional accountability in a global and sustainable context
- Work collaboratively in diverse, multi-disciplinary and multi-level teams to produce solutions to engineering challenges

Assumed Knowledge

- Basic numeracy skills of fundamental arithmetic: addition, subtraction, multiplication, division, and exponents
- The ability to reason and to apply logical concepts

Bachelor of Engineering Technology (Renewable Energy)

The Bachelor of Engineering Technology (Renewable Energy) will prepare you to be an engineering technologist with industry relevant knowledge, skills, and attributes. Imperial has created strong industry partnerships within the renewable energy sector and focuses on workplace integrated learning.

Career Outcomes

Career outcomes include renewable energy project designer or manager, renewable energy power generation engineering, grid connection engineers, power systems engineering technologist, and process engineering technologists and analysts.

Course Details

Course Name	Bachelor of Engineering Technology (Renewable Energy)
Study Mode	On Campus
Course Duration	3 years
Accreditation Status	Approved by TEQSA
CRICOS Course Code	115314D
Course Level	AQF 7 (Bachelor's Degree)
Credit Points	240 credit points (22 units)
Course Delivery	Six (6) semesters, 16 weeks each.

Course Learning Outcomes

- Acquire and apply technical knowledge in Renewable Energy Engineering, including theories, principles, and concepts in diverse contexts
- Appraise and apply Renewable Energy Engineering methods, tools and techniques to generate innovative and creative solutions
- Critically analyse and evaluate Renewable Energy Engineering principles, products and design processes
- Apply systematic problem solving and project management skills to implement ethical and sustainable Renewable Energy solutions
- Communicate engineering concepts, frameworks and designs with professional development and lifelong learning orientation
- Demonstrate a commitment to integrity, ethical conduct, professional accountability in a global context
- Work collaboratively in diverse, multi-disciplinary and multi-level teams

Assumed Knowledge

- Basic numeracy skills of fundamental arithmetic
- The ability to reason and to apply logical concepts

Diploma of Engineering Technology

The Diploma of Engineering Technology provides practical and applied knowledge in core engineering principles. It focuses on developing technical skills, problem-solving abilities, and foundational understanding required in engineering environments.

Career Outcomes

Graduates may pursue entry-level roles such as engineering support officers, technical assistants, or paraprofessional positions. The qualification also provides a pathway into further study, including progression into a Bachelor of Engineering Technology.

Course Details

Course Name	Diploma of Engineering Technology
Study Mode	On Campus
Course Duration	1 year
Accreditation Status	Approved by TEQSA
CRICOS Course Code	120741J
Course Level	AQF 5 (Diploma)
Credit Points	80 credit points (8 units)
Course Delivery	Two (2) semesters, 16 weeks each.

Course Learning Outcomes

- Apply scientific and mathematical knowledge including theories, principles, and concepts to evaluate processes and sustainable technology solutions
- Apply engineering methods, tools and techniques to generate solutions to complex real-world problems
- Apply problem solving and project management skills to propose and implement ethical and sustainable solutions
- Communicate technical information, data, and solutions through reports, presentations, and teamwork
- Value ethical, safety, and sustainability standards in engineering practice
- Collaborate in diverse teams to produce solutions to engineering challenges

Assumed Knowledge

- Basic numeracy skills, including fundamental arithmetic
- The ability to reason and apply logical concepts to solve simple problems
- Basic digital literacy and familiarity with common computing tools

Undergraduate Certificate in Engineering Foundations

The Undergraduate Certificate in Engineering Foundations provides an introduction to core engineering concepts and academic skills required for further study. It focuses on building fundamental knowledge in mathematics, science, and engineering principles.

Course Details

Course Name	Undergraduate Certificate in Engineering Foundations
Study Mode	On Campus
Course Duration	6 Months Full time
Accreditation Status	Approved by TEQSA
Course Level	AQF 5 (Undergraduate Certificate)
Credit Points	40 credit points (4 units)

Course Units

- MTH100 Engineering Mathematics 1 (10 CP)
- PHY100 Engineering Physics: Mechanics (10 CP)
- EIT100 Programming for Engineers (10 CP)
- ENP100 Engineering Practice 1: Technology in a Social Context Project (10 CP)

Course Learning Outcomes

- Apply scientific and mathematical knowledge to evaluate processes and sustainable technology solutions
- Apply engineering methods, tools and techniques to generate solutions to complex real-world problems
- Apply problem solving and project management skills to propose and implement ethical solutions
- Communicate technical information, data, and solutions through reports, presentations, and teamwork
- Value ethical, safety, and sustainability standards in engineering practice
- Collaborate in diverse teams to produce solutions to engineering challenges

Academic Calendar

A detailed Academic Calendar including all critical deadlines is available on our website at www.imperialee.edu.au > Current Student > Academic Calendar.

Studying and Progressing Through Your Course

Academic Integrity

Good academic integrity practices include:

- Producing your work yourself, without asking or paying anyone else for assistance
- Attending learning consultation sessions and contacting your lecturer or tutor when needed
- Not sharing your work or ideas with other students in an inappropriate way
- Knowing the difference between summarising, paraphrasing and quoting and using these techniques appropriately
- Ensuring you use high-quality sources of information when researching for your assessments
- Referencing and citing information used from other sources in the appropriate style

Assessment Grading

Our courses have an appropriate mix of formative assessments and summative assessments. Assessments may take the form of quizzes, exams, written reports, practical exercises, presentations, or individual/group projects.

Table 14. Grading Scale and Grade Descriptors

Percentage	Grade	Interpretation
80 and above	**HD**	High Distinction: Outstanding achievement of all learning outcomes. Superior level of knowledge and skills displayed.
70–79	**D**	Distinction: Very good achievement of the learning outcomes. Very high level of knowledge and skills displayed.
60–69	**C**	Credit: Good achievement of the learning outcomes. High level of knowledge and skills displayed.
50–59	**P**	Pass: Satisfactory achievement of the learning outcomes. Adequate level of knowledge and skills displayed.
0–49	**F**	Fail: Does not achieve the learning outcomes. Does not display an adequate level of knowledge and skills.
—	**IN**	Incomplete: Assessment task not fully completed due to extenuating circumstances. Must be approved by the Academic Dean.
—	**DE**	Deferred Assessment: Deferral granted to a formal examination or assessment via Special Consideration.
—	**W**	Withdrawn from course and/or unit — before census date or last day to withdraw without academic penalty.
—	**WL**	Withdrawn Late — after the last day to withdraw without academic penalty.
—	**TR**	Ungraded Credit Transfer — credit granted based on recognition of prior learning.
—	**UP**	Ungraded Pass — pass or fail are the only possible outcomes for the unit.
—	**UF**	Ungraded Fail — pass or fail are the only possible outcomes for the unit.

Assessment / Intellectual Property

Imperial does not claim ownership of intellectual property generated by students during their studies. Where extensive use is made of Imperial's resources or pre-existing intellectual property, Imperial may seek to establish shared intellectual property with a student through written agreement endorsed and signed by the student. Imperial claims no right to the intellectual property of students where such a written agreement does not exist.

The Academic Dean is Imperial's Chief Intellectual Property Officer. If you use the work of others in your assessment tasks, you must properly attribute it. The Academic Integrity Policy and Procedure is available at www.imperialee.edu.au > current students > policy and procedures.

Version Control

Version	Changes	Approving Body	Date
1.0	Original handbook developed	BOD	2023
1.1	Updates for TEQSA registration	BOD	2024
1.2	General review	BOD	2025
1.3	Updated for 2026 academic year; added postgraduate course sections (MEM, GDEM, GCEM, DET, UGCEF); updated fees table	BOD	March 2025
1.4	[12 targeted amendments for CRICOS application]: (1) National Student Ombudsman phone number corrected: '1300 3G5 775' → '1300 365 775' (2) 'Our Courses' list: corrected 'Graduate Diploma in Engineering Technology' → 'Graduate Diploma in Engineering Management' and 'Graduate Certificate in Engineering Technology' → 'Graduate Certificate in Engineering Management' (3) Added CRICOS Pending Registration notice (National Code 1.4) for all TBA-coded courses throughout the document (4) Added postgraduate academic entry requirements table (Table 6A) per HESF 2.4.1 and Admission Policy v1.4 (5) Added postgraduate ELP requirements table (Table 6B) covering MEM/GDEM/GCEM per National Code 1.2.3 and HESF 2.4.1 (6) Fixed MEM fees table structure: corrected from '4 × $3,750 + 4 × $7,500' to '14 × $3,750 + 1 × $7,500 = $60,000' (7) Fixed LiveWell counselling sessions contradiction: standardised to two (2) free sessions throughout (8) Added explicit under-18 admission statement (National Code Standard 5) (9) Added schooling obligations for school-aged dependants (HESF 7.2.2(g)) (10) Clarified MEM study mode for international students: face-to-face on campus is the primary mode (11) Fixed duplicate 'Page 21 of 56' pagination (12) Added Graduate Attributes section to replace broken cross-reference ('Error! Bookmark not defined') in v1.3 TOC	BOD	May 2026