MELBOURNE
INSTITUTE OF TECHNOLOGY

PRACTICAL EXCELLENCE

Trimester 1, 2024 Domestic Students

Orientation Program

A warm welcome to Melbourne Institute of Technology (MIT) Sydney Campus!

At MIT, we pride ourselves on providing all our students with more than just an educational experience. By working together, we can achieve great things and create a launchpad for innovation, progress, and positive change. We do this by providing:

- Real-World Curriculum: We gear you up to tackle real-world challenges with confidence and competence.

- Dedicated Student Support: Our devoted team including our Graduate Careers staff, are always available via call or email, ready to assist you through every stage of your journey.

- Exceptional Career Outcomes: Our graduates outshine the national average with 75.4% securing full-time employment within four months of graduation (QILT 2022).

- Integrated Work-Learning: You will experience learning beyond the books, with hands-on industry exposure seamlessly incorporated into our curriculum.

- With global demand for tech and business professionals expected to surge by 12% by 2025, your journey to your extraordinary future starts at our Orientation Careers Fair. Do not miss this opportunity to meet with organisations offering a range of options including employment pathways, voluntary work, vacation work and Internships and get careers advice from the experts on post-study work rights.

I look forward to meeting you at the start of your journey with us during Orientation where we begin planning your bright future together.

Ghan S. Achaya

Campus Director (Acting)

Important Dates

- Friday 23rd February: O' Day

- Monday 18th March: First Week of Classes

- Friday 22nd March: Last Day to Change Course

- Friday 29th March: Last Day to Add a unit

- Friday 29th March: Good Friday (*Public Holiday*)

- Monday 1st April: Easter Monday (*Public Holiday*)

- Friday 12th April: Census Date

- Thursday 25th April: Anzac Day (*Public Holiday*)

- Friday 24th May: Last Day to Withdraw Without Academic Penalty

- Tuesday 4th June: MIT Industry IMPACT Day

- Monday 10th June: King's Birthday (*Public Holiday*)

- Wednesday 12th June: Start of Final Exams

- Saturday 22nd June: End of Final Exams

What To Expect

Your Orientation Day starts on Friday 23rd February 2024 at 9:30am Australian Eastern Daylight Time (AEDT) at Level 1, Room 102, 154-158 Sussex St, Sydney CBD, NSW 2000.

It is **mandatory** for all commencing students to attend the Orientation.

During Orientation you will be greeted by the Campus Director (Acting) and introduced to the MIT Community, its culture and values.

You will learn about what we have to offer as an institute and all the necessary information that new students must know.

All students must attend this session face-to-face.

All students at MIT have access to the Academic Management System (AMS) & Moodle (Learning Management System).

These two platforms will be used throughout your student life at MIT so it's important to learn how to use them properly when you start.

You will receive your username and password re-set link prior to orientation via email. If you have not received your login details by 23rd February 2024, please contact the IT Service Help Desk at: servicedesk@mit.edu.au with your student number and/or name with 'Username and password' in the subject line.

The AMS is your primary point of access to everything including Moodle. You can use AMS and Moodle for the following:

AMS

- Setup Your Student Email
- Enrol In Your Course
- Create And View Your Timetable
- Make Changes To Your Enrolment
- Access The Academic Calendar
- Setup A Payment Plan
- Book Staff Appointments

- View Your Attendance Record
- View Your Academic Progress
- Apply For Special Consideration
- UPDATE Your Personal Details
- Access Moodle
- Access Your Events
- Access Results

Moodle

- Access Orientation Shells
- Access Academic Support
- Access Webinars
- Access Student Support
- Your Student Resources
- Software Resources
- Access AIM100 And MIT001
- Assessment Feedback
- Access Online Classes
- Access Workshops

Technical Support

If you are having technical difficulties or cannot log in to AMS or Moodle at any time.

Please contact
IT Service Help Desk:

servicedesk@mit.edu.au

Sydney Campus:

(02) 8267 1400

Always remember to include your student

number in all communications with MIT.

Student Events

Our Service team runs an extensive suite of events and activities throughout the academic year. See upcoming Sydney Campus events on our events page. A reminder events are being added regularly so please 'bookmark' this webpage.

Health and Wellbeing

Our qualified counsellor (Mahnoor) provide free, confidential support to students. If you are facing difficulties that may affect your studies, or you just wish to have a chat about how you're going, book an appointment with the team via email.

Career Development Centre

Find out about the extra services that the MIT Career Development Centre provides to help you get career focused. The Career Development Centre runs week workshops on-campus and I encourage you to attend these workshops. For more details on these workshops, please refer to the Events and Activities webpage.

Academic Services

Located on level 7, our Academic Services Team (Emma, Julia and Kieren) can assist you with booking an appointment with your lecturer, special consideration enquiries and Moodle problems.

Centre of Learning

The Centre of Learning (CoL) offers a broad range of support services to enrich the learning and teaching experience at MIT. All aspects of the journey towards academic success are encompassed by our operations, such as face-to-face tutoring, examination preparation and the delivery of workshops to build competence in language and literacy skills. For more information on the CoL, simply login to Moodle , go to 'My Courses' and select 'Centre of Learning'.
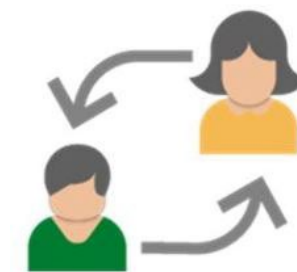
Peer Mentor Program

At MIT we understand sometimes you might feel more comfortable seeking one-to-one coaching on a unit of study from a peer rather than additional support from your lecturer. A peer mentor will share with you how they have achieved their own academic success; provide help with understanding the unit, completing assessment tasks and preparing for exams.

Student Events

InSpire

Academic Support

Library

Health & Wellbeing

Career Development Centre

9:30AM-10:00AM   Registration & Light Breakfast

10:00AM-10:20AM   Welcome To MIT
- MIT Values
- Our Shared Responsibility
- Succeeding In a Digital Environment
- Student Handbook

10:20AM-10:50AM   Student Life at MIT
- Student Events
- Support Services
- Enrolments
- Settling In
- Policies and Procedures
- Complaints and Appeals
- Student Rights And Responsibilities
- Visa and Work Rights
- Student Counselling and Advocacy
- OH&S and Student Safety
- Critical Incidents

10:50AM-11:05AM   Academic Services
- Cancelled / Make up classes
- Assessment marks
- Appeal Administration
- Special Consideration
- Review of Final Grades

11:05AM-11:20AM   Introduction to I.T. Services
- Access
- Computer Lab Rules
- Printing and Storing
- AMS
- Moodle
- Wi-Fi Helpdesk
- Reset Your MIT Password

11:20AM-11:45AM Centre of Learning
- Services Provided by CoL
- English Support
- Academic Support
- Presentation Skills
- Learning In the Online Environment Seminar
- Peer Mentoring Program

11:45AM-12:00PM Careers, Industry & Alumni
- Introduction To Career Development Centre
- Overview of CDC Building
  Block 1: Creating Your Professional Identity

12:00PM-1:00PM Lunch is on us!

1:00PM-1:10PM Library Services
- Physical & Digital Resources
- Library Fines
- Opening Hours
- Self-service Kiosk
- Library Etiquettes

1:10PM-1:40PM School Overview Session (Heads of Schools)
- About The School
- Academic Progress
- Rules And Regulations
- Attendance Requirement
- Inspire Program
- Full Time Study Load
- Academic Misconduct

1:40PM-2:00PM Course Overview (Course Coordinators)
- Moodle
- Course Overview
- Credit Transfer
- Learning Resources

2:00PM – 2:10PM Campus Tour

2:10PM – 3:00PM Enrolment and Timetable Creation

- The Academic Integrity Module (AIM100) is a mandatory hurdle requirement unit for all MIT courses and must be successfully completed.

- If you have not successfully completed this online module, your results will be withheld.

- To complete the Academic Integrity Module (AIM100), login to your Online Moodle

Ghan S. Acharya Campus Director (Acting) (Level 7)

Ph: (02) 8267 1400 E: gacharya@mit.edu.au

- Academic Services
- Student Experience & Engagement
- Orientation
- Graduation
- Enrolments
- Alumni & Careers
- Welfare & Safety
- Complaints & Grievances
- Critical Incident Issues

Jared Nathaniel Careers, Work Integrated Learning (WIL) and Alumni Officer

Ph: (02) 8267 1400 E: careerservices.syd@mit.edu.au

- Industry projects
- Internships
- Workshops
- Consultations
- Alumni relations
- Resume and cover letter checks

Yang Pasten Student Administration and Experience Officer (Level 7)

Ph: (02) 8267 1400 E: studentservices.syd@mit.edu.au

- Student Welfare
- OSHC
- Accommodation & Airport Pick Up
- Orientation
- Graduation
- Volunteer / Buddy Programs
- Events

Ann Nguyen Accounts Assistant (Level 7)

Ph: (02) 8267 1417 E: finance.syd@mit.edu.au

- Fee Payments
- Payment plans
- Refunds

Kanokwan Pasong (Eve) Enrolment Officer (Level 7)

Ph: (02) 8267 1463 E: enrolments.syd@mit.edu.au

- Enrolments
- Timetable Enquires
- Change of Course and Campus
- CoE Extensions

Mahnoor Khan Counselling and Advocacy Officer (Level 7)

Ph: (02) 8267 1400 E: counsellor.syd@mit.edu.au

- Personal Appointments
- Appeals
- Withdrawals
- Deferrals
- Health and Wellbeing Workshops

Suzanne White, Declan Murphy Library (Level 7)

Ph: (02) 8267 1411 E: library.syd@mit.edu.au

- Referencing workshops
- Journal databases
- Borrowing, returning and renewing books

Ali Noori, Sabanam Dhungana, Alec Tauber IT Help Desk (Level 2)

Ph: (02) 8267 1421 E: servicedesk@mit.edu.au

- IT Accounts/Wi-Fi Related Enquiries
- Printing/photocopying Enquiries
- Software Support in Computer Labs

Beverley Jones Centre of Learning (Level 7)

Ph: (02) 8267 1400 E: centreoflearning.syd@mit.edu.au

- Mentoring Program
- MIT001
- The Assignment Consultation Centre

Emma Atkin, Julia Tomasella, Kieren Henfling Academic Services (Level 7)

Ph: (02) 8267 1400 E: academicservices.syd@mit.edu.au

- Academic Consultations with Course Coordinators
- Special Consideration Applications

MELBOURNE
INSTITUTE OF TECHNOLOGY

Office of Student Administration and Experience

T: +61 2 8267 1400

E: studentservices.syd@mit.edu.au

154-158 Sussex Street

Sydney, NSW, 2000 Australia

> **www.mit.edu.au**