



MELBOURNE
INSTITUTE OF TECHNOLOGY

Term 4 2024 MIT Students

Orientation Program

> www.mit.edu.au

CRICOS Provider Code 01545C and 03245K NSW

TEQSA Provider Code 12138

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A warm welcome to Melbourne Institute of Technology (MIT) Melbourne 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 in person, 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 (Quality Indicators for Learning and Teaching 2022).
- Work Integrated 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.

Efthimia (Effie) E. Evryniadis

Campus Director (Acting)

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Date	Activity
May	
Monday 6 May	O' Week Day 1
Tuesday 7 May	O' Week Day 2
Monday 13 May	First Week of Classes
Friday 24 May	Last Day to Change Course
Friday 24 May	Last Day to Enrol
June	
Thursday 6 June	MIT Industry IMPACT Day
Monday 10 June	King's Birthday (<i>Public Holiday</i>)
July	
Friday 19 July	Last Day to Withdraw Without Academic Penalty
August	
Wednesday 7 August	Start of Final Exams
Wednesday 14 August	End of Final Exams



What to Expect

Your Orientation Week starts on Monday 6 May at 9:30am Australian Eastern Standard Time (AEST) at Level 2, Room 2.15. 288 La Trobe Street, Melbourne .

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, 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 Courses
- 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 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

Melbourne Campus:

(03) 8600 6725

Always remember to include your student number in all communications with MIT.

Your Dedicated Support Team



Student Events

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



Health and Wellbeing

Our qualified counselling team provides 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.



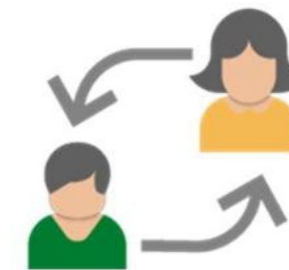
Academic Services

Located on level 6, our Academic Services Team (Helen, Maddie, Krystal and Wafaa) can assist you with booking an appointment with your lecturer, special consideration enquiries and issues with Moodle.



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.

9:00AM- 9:30AM

Registration & Light Breakfast

9:30AM-9:45AM

Welcome To MIT (Effie Evryniadis)

- MIT Values
- Our Shared Responsibility
- Succeeding In a Digital Environment
- Student Handbook

9:45AM-10:40AM

Student Life at MIT (Effie Evryniadis)

- 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

10:40AM-10:50AM

Library Services (Bernard Lyons)

- Physical & Digital Resources
- Library Fines
- Opening Hours
- Self-service Kiosk
- Library Etiquettes

10:50AM-11:00AM

Introduction to I.T Services (Avinash Karki)

- Access
- Computer Lab Rules
- Printing and Storing
- AMS
- Moodle
- WiFi Helpdesk
- Reset Your MIT Password

11:00AM-11:20AM

Careers, Industry & Alumni (Jared Nathaniel)

- Introduction To Career Development Centre
- Overview of CDC Building
Block 1: Creating Your Professional Identity

11:20AM- 11:35AM

Academic Services (Helen Macmahon)

- Appeal Administration
- Assignment Submissions Online via Moodle
- Assessment Marks
- Cancelled/Make Up Classes/Change of Room Details
- Final Examination
- Plagiarism/Academic Misconduct Administration
- Review of Final Grades
- Special Consideration Application Guidance

11:35AM- 11:45AM

Counselling & Advocacy (Stephanie Poynton)

- Counselling Support
- Advocacy Services
- Wellbeing vents and Workshops

11:45AM- 12:00PM

Centre of Learning (Dr Tasmiha Tarafder, Greg Wharton)

- English Support
- Academic Support
- Presentation Skills
- Learning In the Online Environment Seminar
- Peer Mentoring Program

12:00PM-1:00PM

Lunch is on us!

1:00PM-1:45PM

School Overview Session (Heads of Schools)

- About The School
- Academic Progress
- Rules And Regulations
- Attendance Requirement
- Inspire Program
- Full Time Study Load
- Academic Misconduct

1:45PM-2:15PM

Course Overview (Course Coordinators)

- Moodle
- Course Overview
- Credit Transfer
- Learning Resources

2:15PM-3:00PM

AIM100 Workshop (Dr Tasmiha Tarafder, Greg Wharton)

3:00PM-3:30PM

Q&A with Professional Staff and Lucky Draw

9:00AM- 9:30AM

Registration & Light Breakfast

11:45AM-12:00PM

Safety in Victoria (Victoria Police)

9:30AM-11:30AM

Tenancy Law & Work Rights (WestJustice)

12:00PM-12:15PM

Oversea Students Health Cover – OSHC (Allianz)

11:30AM-11:45AM

Beach Safety (Life Saving Victoria)

12:15PM-1:00PM

Lunch Is On Us!

Assisted Enrolments

You will be given an appointment card indicating the date and time for starting your enrolment. This process includes obtaining your student ID card, meeting with your Course Coordinator to obtain your study plan and setting up your timetable. Original documents may be required in certain situations as outlined below.

- If you hold a conditional offer, please bring required original document listed on your conditional offer.
- If you have any exemptions or have studied at other colleges in Australia before MIT, please bring your original academic transcript.



Day 2 Afternoon – Tuesday 30 April

1:30PM – 4:00PM

Registration

1:30PM – 4:00PM

Student ID Cards

2:00PM – 4:00PM

Course Advice

2:00PM – 4:00PM

Enrolments & Timetable Creation



Efthimia (Effie) Evryniadis

Campus Director (Acting), Associate Director of Student Administration and Experience (Level 2M)

Ph: (03) 8600 6700

E: eevryniadis@mit.edu.au

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



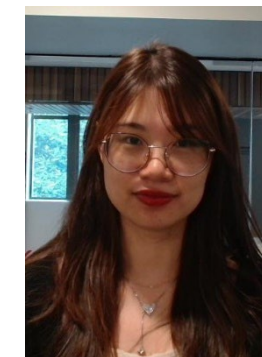
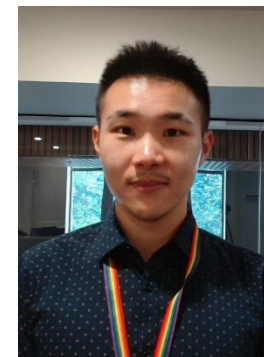
Jared Nathaniel

Industry Liaison, Careers and Alumni Officer (Level 2M)

Ph: (03) 8600 6763

E: careerservices@mit.edu.au

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



Congzhe Zhang, Vivian Fan

Student Administration and Experience Officers (Level 2M)

Ph: (03) 8600 6700

E: studentservices@mit.edu.au

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



Christine Aldridge, Bernard Lyons

Librarian Technician, Librarian (Level 3)

Ph: (03) 8600 6722

E: library@mit.edu.au

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



Bipin Gurung, Avinash Karki

IT Officers (Level 3)

Ph: (03) 8600 6710, 8600 6725

E: servicedesk@mit.edu.au

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



Laura Borlase

Receptionist (Level 2M)

Ph: (03) 8600 6700

E: studentservices@mit.edu.au

- Student Administration and Experience Enquiries



Helen Macmahon, Madeleine Aldridge, Krystal Liu, Wafaa Osman

Academic Services (Level 6)

Ph: (03) 8600 6769, 8600 6762, 8600 6716

E: academicservices@mit.edu.au

- Academic Consultations with Course Coordinators
- Special Consideration Applications





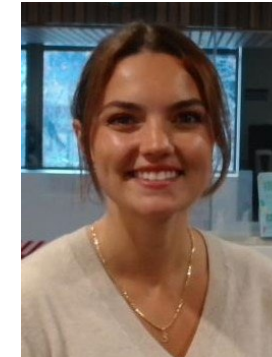
Joyce Zhao

Enrolment Officer (Level 2M)

Ph: (03) 8600 6710, 8600 6729

E: enrolments@mit.edu.au

- Enrolments
- Timetable Enquires
- Academic Transcripts & Completion letters
- CoE Extensions



Stephanie Poynton

Counselling and Advocacy Officer (Level 2M)

Ph: (03) 8600 6724, 8600 6776

E: counsellor@mit.edu.au

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



Grace Zhou, Kushina Gurung

Finance Officers (Level 2)

Ph: (03) 8600 6712

E: finance@mit.edu.au

- Fee Payments
- Payment plans
- Refunds



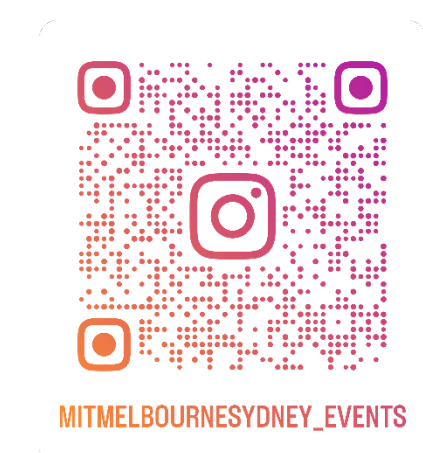
Dr Tasmiha Tarafder, Greg Wharton

Learning Skills Officers (Level 4)

Ph: (03) 8600 6746

E: centreoflearning@mit.edu.au

- Mentoring Program
- MIT001
- The Assignment Consultation Centre



Follow us on Instagram



MELBOURNE
INSTITUTE OF TECHNOLOGY

Office of Student Administration and Experience

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