MELBOURNE
INSTITUTE OF TECHNOLOGY

PRACTICAL EXCELLENCE

Trimester 1, 2024 Domestic Students

Orientation Program

> www.mit.edu.au

CRICOS Provider Code 01545C and 03245K NSW
TEQSA Provider Code 12138
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Welcome To MIT Melbourne

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 E. Evryniadis

Campus Director (Acting)

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Important Dates

Date	Activity
February	
Friday 23 February	Trimester 1 Orientation Day (O' Day)
March	
Monday 11 March	Labour Day *(Public Holiday)*
Monday 18 March	First Week of Classes
Friday 22 March	Last Day to Change Course
Friday 29 March	Last Day to Add a Unit
Friday 29 March	Good Friday *(Public Holiday)*
April	
Monday 1 April	Easter Monday *(Public Holiday)*
Friday 12 April	Census Date
Thursday 25 April	ANZAC Day *(Public Holiday)*
May	
Friday 24 May	Last Day to Withdraw Without Academic Penalty
June	
Thursday 6 June	MIT Industry IMPACT Day
Monday 10 June	King's Birthday *(Public Holiday)*
Wednesday 12 June	Start of Final Exams
Saturday 22 June	End of Final Exams

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What To Expect

Your Orientation Day starts on Friday 23 February 2024 at 9:00am Australian Eastern Daylight Time (AEDT) at Level 3, Room 308. 288 La Trobe Street, Melbourne 3000.

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.

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Activating your MIT Accounts and What Can AMS & Moodle Do?

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 22 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 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 Your Events

Moodle

- Access Orientation Shells
- Access Academic Support
- Access Webinars
- Access Student Support
- Your Student Resources
- Software Resources
- Access AIM100 And MIT001
- Access Results
- 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.

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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 (Amily and Stephanie) 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

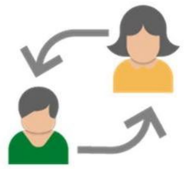
Find out about the extra services that the MIT Career Development Centre provides to help you get career focused. The Career Development Centre runs week workshops on-campus and I encourage you to attend these workshops. For more details on these workshops, please refer to the Events and Activities webpage.

Academic Services

Located on level 6, our Academic Services Team (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.

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O' Day Schedule

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-10:30AM Student Life at MIT (Effie Evryniadis)

- Student Events
- Support Services
- Enrolments
- Settling In
- Policies and Procedures
- Complaints and Appeals
- Student Rights And Responsibilities
- Student Counselling and Advocacy
- Student Safety
- Critical Incidents

10:30AM-10:40AM Library Services (Bernard Lyons)

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

10:40AM-10:50AM I.T Services (Avinash Karki)

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

10:50AM-11:05AM Centre of Learning (Dr Tasmiha Tarafder)

- Services Provided by CoL
- Academic Support
- Presentation Skills
- Peer Mentoring Program

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O' Day Schedule

11:05AM- 11:15AM Counselling & Advocacy (Amily Davis & Stephanie Poynton)

- Services provided
- Empowerment Groups
- Wellbeing Workshops
- Supportive activities

11:15AM-11:30AM Careers, Industry & Alumni (Jared Nathaniel)

- Introduction To Career Development Centre
- Overview of CDC Building

Block 1: Creating Your Professional Identity

11:30AM-12:00PM Lunch is on us!

12:00PM-12:45PM School Overview Session (Heads of Schools)

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

12:45PM-1:15PM Course Overview (Course Coordinators)

- Moodle
- Course Overview
- Credit Transfer
- Learning Resources

1:15PM-1:45PM Q&A with Professional Staff and Lucky Draw

1:45PM-2:00PM Introduction to SecondBite, Clubs and Activities

2:00PM-3:00PM Enrolment and Timetable Creation

3:00PM-3:30PM Campus Tour

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People to Know

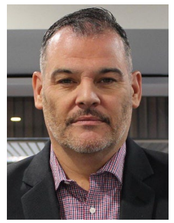
Efthimia (Effie) Evryniadis

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



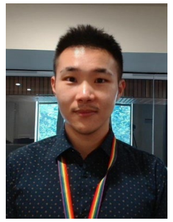
Jared Nathaniel

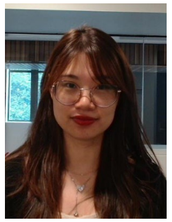
Industry Liaison, Careers and Alumni Officer (Level 2M)

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

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

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People to Know

Clare Thynne

Receptionist (Level 2M)

Ph: (03) 8600 6700

E: studentservices@mit.edu.au

- Student Administration and Experience Enquiries

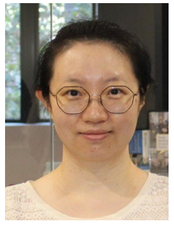
Amily Davis, Stephanie Poynton

Counselling and Advocacy Officers (Level 2M)

Ph: (03) 8600 6724, 8600 6776

E: counsellor@mit.edu.au

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



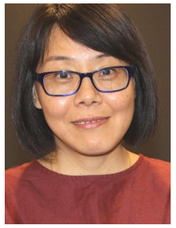
Ashish Naik, Joyce Zhao

Enrolment Officers (Level 2M)

Ph: (03) 8600 6710, 8600 6729

E: enrolments@mit.edu.au

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



Grace Zhou, Kushina Gurung

Finance Officers (Level 2)

Ph: (03) 8600 6712

E: finance@mit.edu.au

- Fee Payments
- Payment plans
- Refunds

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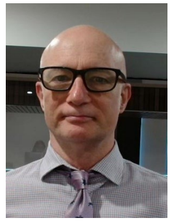
People to Know



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

Dr Tasmiha Tarafder

Centre of Learning (Level 4)

Ph: (03) 8600 6746

E: centreoflearning@mit.edu.au

- Mentoring Program
- MIT001
- The Assignment Consultation Centre

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

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MELBOURNE
INSTITUTE OF TECHNOLOGY

PRACTICAL EXCELLENCE

Office of Student Administration and Experience

T: 03 8600 6700

E: studentservices@mit.edu.au

288 La Trobe Street
Melbourne, VIC, 3000 Australia

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