MELBOURNE
INSTITUTE OF TECHNOLOGY

PRACTICAL EXCELLENCE

Trimester 1 2024 MIT Students

Orientation Program

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
March	
Monday 11 March	Labour Day *(Public Holiday)*
Tuesday 12 March	O' Week Day 1
Wednesday 13 March	O' Week Day 2
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)*
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

What to Expect

Your Orientation Week starts on Tuesday 12 March at 9:00am Australian Eastern Daylight Time (AEDT) at Level 2, Room 216. 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.

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, 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.

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'.
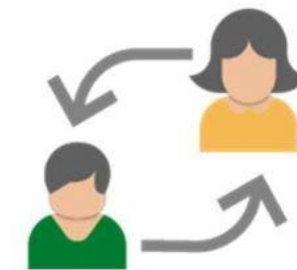
Peer Mentor Program

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.

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
- Visa and Work Rights
- Student Counselling and Advocacy
- OH&S and 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 Introduction to 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
- English Support
- Academic Support
- Presentation Skills
- Learning In the Online Environment Seminar
- Peer Mentoring Program

11:05AM- 11:15AM Counselling & Advocacy (Amily Davis & Stephanie Poynton)
- Counselling Support
- Advocacy Services
- Wellbeing vents and Workshops

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 Induction to Vietnamese Students

11:30AM-1:00PM Lunch is on us!

Visit one of our Exhibition Stalls at the Exhibition Hall

12:00PM-1:00PM Aussie Wildlife

A Perfect Photo Opportunity… Get Up Close and Personal With Australian Native Animals.

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-3:15PM AIM100 Workshop

3:15PM-3:45PM Q&A with Professional Staff and Lucky Draw

Time	Activity
9:00AM- 9:30AM	Registration & Light Breakfast
9:30AM-11:30AM	Tenancy Law & Work Rights (WestJustice)
11:30AM-11:45AM	Community Security (Crime Stoppers)
11:45AM-12:00PM	Safety in Victoria (Victoria Police)
12:00PM-12:15PM	Oversea Students Health Cover – OSHC (Allianz)
12:15PM-1:30PM	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 original required 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 – Wednesday 13 March

Day 3 – Thursday 14 March

1:30PM – 4:00PM   Registration

10:00AM – 4:00PM   Registration

1:30PM – 4:00PM   Student ID Cards & IT Accounts

10:00AM – 4:00PM   Student ID Cards & IT Accounts

2:00PM – 4:00PM   Course Advice

10:30AM – 4:00PM   Course Advice

2:00PM – 4:00PM   Enrolments & Timetable Creation

11:00AM – 4:00PM   Enrolments & Timetable Creation

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Op Shops and Queen Victoria Market Tour 10:30am-3pm

Join us on a tour to discover the best of Melbourne's Op shops / charity shops / thrift stores, and vintage stores.

Why OP SHOP?

- Save money

- Give back to the community

- Style for less

- Enjoy the thrill of the hunt

- Be a more ethical shopper

- Help save the environment.

We start our journey from MIT Melbourne at 10:30am as we head to our first destination the cosmopolitan vibe of Windsor's Chapel St
Here we'll grab our first coffee at OPPEN as we move on to grab a bargain at:
Epilepsy Foundation Op Shop Windsor, Sacred Heart Mission Op Shop - Chapel Street, Epilepsy Foundation Op Shop Windsor, Storehouse Thrift, Save the Children Op Shop - Windsor
We then head back to the city on Metro for lunch as we stop in and discover the sights sounds and delights of Melbourne's world famous Victoria Market.
After a quick lunch we hop on board Tram 19 north out of the city and head down to Brunswick's iconic Sydney Road where we once again hit the shops and find a bargain. We'll explore Savers , Vinnies and the Salvos before heading back on board the 19 returning into campus around 3pm.

Register Here

Melbourne Cricket Ground (MCG) and Australian Sports Museum Tour

11:00am-2:00pm

Explore the inner sanctum of the MCG, the largest stadium in Australia with a capacity of 100,000 people. We will be joining the guided tour to immerse yourself in the history and world-class facilities of the MCG. You will go behind the scene to gain an insight into Melbourne's sporting culture, while exploring one of the world's most iconic stadiums.

On top of that, you can also immerse yourself in the sights and sounds of Australian sport at the Australian Sports Museum where there is something for everyone. Revisit the magic moments of green and gold glories, get to know the inside story from sporting greats and celebrate the grassroots legends from right around Australia.

Register Here

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Life Saving Victoria Water Safety Program Excursion

12:00pm-2:30pm

Tragically, water safety has never been more front of mind for many of us living in Victoria. Already this summer (since 1 December 2023) we have seen 20 lives lost to drowning – which is 18% more than the 5-year average. These figures are concerning and provide a timely reminder that water safety knowledge is essential for everyone living in Victoria.

Life Saving Victoria's Diversity and Inclusion team organised a practical beach excursion, designed for low-non swimmers to deliver interactive and educational water safety programs for international students. Their Diversity and Inclusion team are specialists in educating people new to Australia and deliver these programs to over 20,000 culturally and linguistically diverse participants annually.

Limited spots available!

Register Here

We are excited to invite you to our first celebration of Trimester 1 2024!

Come and join our "Welcome Lunch" at the beautiful Flagstaff Gardens for a picnic and barbeque with our students and professional staff!

Mingle with our friendly staff and make new friends!

Where: Flagstaff Gardens, 309 William Street, Melbourne
Date: Friday 22 March
Time: 12:00PM – 1:30PM

Register Here

Disclaimer: Welcome Lunch may move to indoor depends on weather conditions

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

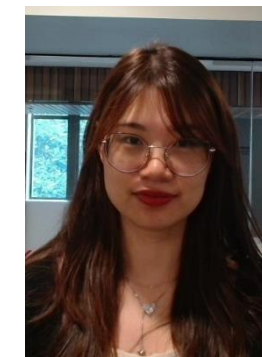- Complaints & Grievances

- 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

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

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

Ashish Naik, Joyce Zhao

Enrolment Officers (Level 2M)

Ph: (03) 8600 6710, 8600 6729

E: enrolments@mit.edu.au

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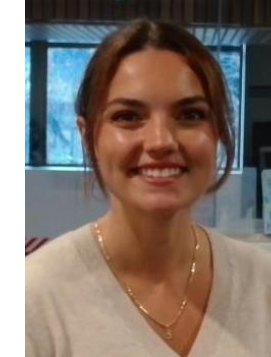- Academic Transcripts & Completion letters
- CoE Extensions

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

Grace Zhou, Kushina Gurung

Finance Officers (Level 2)

Ph: (03) 8600 6712

E: finance@mit.edu.au

- Fee Payments
- Payment plans
- Refunds
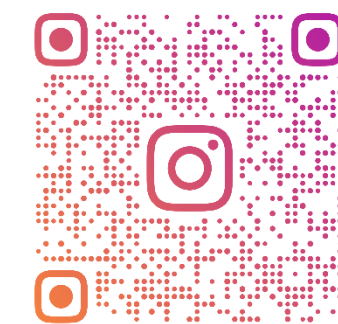
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