MELBOURNE
INSTITUTE OF TECHNOLOGY

PRACTICAL EXCELLENCE

Trimester 2 2025 MIT 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 in person, by phone or by email, and are 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.

Ghan S. Acharya

Campus Director

Table of Content

Important Dates

Date	Activity
July	
Monday - Friday 7 - 11 July	Orientation Week for commencing students
Monday - Friday 14 - 18 July	Teaching commences – Week 1
Friday 18 July	Last day to change course
Friday 18 July	Last day to enrol
Friday 25 July	Last day to add a unit
August	
Friday 8 August	Census Date
Monday 18 August	Expression of Interest (EOI) opens for Trimester 3, 2025
September	
Friday 5 September	Timetable Release for T3, 2025
Monday 8 September	Re-enrolment for Trimester 3, 2025 commences
Friday 19 September	Last day to withdraw without academic penalty
October	
Thursday 2 October	MIT Industry IMPACT Day – Sydney campus
Monday 6 October	Labour Day Public Holiday (NSW only) no classes scheduled on this day for Sydney campus
Wednesday 8 October	Final Examinations commence - Trimester 2, 2025
Saturday 18 October	End of Final Examinations - Trimester 2, 2025
Monday 20 October	Tuition fee due date for Trimester 3, 2025
Friday 31 October	Result publication Trimester 2, 2025
Friday 31 October	Re-enrolment for Trimester 3, 2025 ends

Preparing For Orientation Week
(O' Week)

O' Week consists of face-to-face orientation and enrolment sessions.

The Orientation will be held on campus at Room 101 on Level 1, 154-158 Sussex Street, Sydney CBD, NSW, 2000.

Enrolments and document collection will take place on campus. You will be assigned an appointment card with the window of time for your appointment with the 'Enrolment Officers' either on Day 3 or Day 4 depending on your course.

We organize an excursion on Day 5, you'll see more angles of Sydney and learn life hacks.

Please check your junk or spam email folders in case our emails being categorized there.

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 10th March 2025, 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.
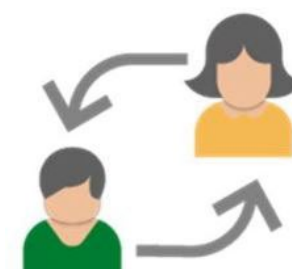
Academic Services

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

Day One Schedule

Your Orientation Week starts on Monday 7th July at 9:30am Australian Eastern Daylight Time (AEDT) at Level 1, Room 101. 154-158 Sussex Street, Sydney CBD, 2000.

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

During Orientation you will be greeted by the Campus Director 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.

9:00AM- 10:00AM

Registration (via QR CODE)

10:00AM-10:20AM

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

10:20AM-10:40AM

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

10:40AM-11:00AM

Careers, Industry & Alumni
- Introduction To Career Development Centre
- Overview of CDC Building
  Block 1: Creating Your Professional Identity
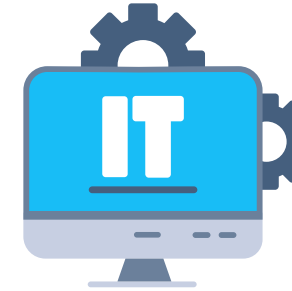
11:00AM-11:10AM

Counselling & Advocacy
- Counselling Support
- Advocacy Services
- Wellbeing events and Workshops

11:10AM-11:30AM

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

11:30AM – 11:40AM

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

11:40PM – 11:50PM

Academic Services

- Cancelled / Make up classes
- Assessment marks
- Appeal Administration
- Special Consideration
- Review of Final Grades

11:50PM – 12:00PM

Library Services

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

12:00PM-1:00PM

Lunch is on us!.

1:00PM-1:30PM

AIM100 Workshop sessions

1:30PM-2:20PM

School Overview

Welcome to Research and Course Overview
Selecting Your Research Topic and Supervision
Study Plans for Research Clusters

2:20PM-2:30PM

Q&A with Professional Staff and Lucky Draw

2:30PM-3:00PM

Library Tour

- 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.

9:30AM-10:00AM

Registration & Tea/Coffee

10:00AM-10:20AM

Surf-Life

10:20AM-10:40AM

Allianz Care

10:40AM-11:00AM

NSW Police

11:00AM-11:45PM

Centre of Learning workshops
Counselling workshops
Career workshops
Enrolment workshops

11:45PM-12:00PM

Lucky Draw!

12:00PM-1:00PM

Meet and have lunch with your Faculty

1:00PM - 1:05PM

Welcome to Research

1:05PM - 1:25PM

Writing Your Thesis and Publishing

1:25PM - 2:25PM

Research and Academic Integrity

2:25PM - 3:00PM

Undertaking high-end research for your thesis

3:00PM – 4:00PM

Writing a research paper – From introduction, literature review, to the appendices – Everything you need to know

4:00PM – 5:00PM

Provided access to your dedicated rooms (HDR Academics)

10:00AM – 4:00PM

Enrolments & Timetable Creation

Assisted Enrolments

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.

Darling Harbour and Circular Quay City Tour

9:30am-1:00pm

This is the ultimate Sydney city walk. The challenge: exploring the living greenness of Australia's largest city without getting lost in the urban jungle.

In just half a day, see the big hitters – the Opera House and the Harbour Bridge – combine it with historic district The Rocks, traverse over to new parkland Barangaroo, and catch the vibrancy of Darling Harbour, etc. all linked by the many nature walks Sydney has to offer.

Ghan S. Acharya Campus Director (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

Jannie Nguyen   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

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

Kanokwan Pasong Enrolment Officer (Level 7)

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

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

Sally Chen Receptionist (Level 7)

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

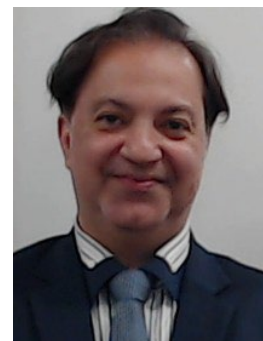General Inquiries: reception calls and receptions duties

- Letters – Enrolment, Invitation, Course Progression and Vacation

Suzanne White, Declan Murphy Library (Level 3)

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

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

Ali Noori, Alec Tauber , Ramchander Valdas

IT Help Desk (Level 2)

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

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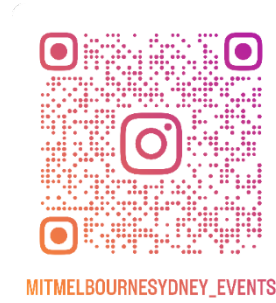- Software Support in Computer Labs

Amir Lezgui Centre of learning (Level 6)

Ph: (02) 8267 1464 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 1437 E: academicservices.syd@mit.edu.au

- Academic Consultations with Course Coordinators
- Special Consideration Applications

MELBOURNE
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PRACTICAL EXCELLENCE

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**