MELBOURNE
INSTITUTE OF TECHNOLOGY

PRACTICAL EXCELLENCE

MIT Students

Pre-Arrival Guide 2026

> www.mit.edu.au

CRICOS Provider Code 01545C and 03245K NSW
TEQSA Provider Code 12138
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Orientation and Enrolments



O' Week

The Orientation Week (O' Week) commences at 9:00am on Monday 2nd November 2026

- Meet your Course Coordinator who will provide expert advise on your Study Plan
- Meet MIT staff and fellow commencing students within your course
- Meet your Course Coordinator who will provide expert advise on your Study Plan
- Meet MIT staff and fellow commencing students within your course
- Learn how to access MIT systems including Moodle and AMS Learn
- More about the MIT Library and IT services
- Discuss the course progression and attendance requirements
- Learn about your obligations and rights
- Enrol in your courses and finalise your Timetable (Orientation is compulsory for all new students)
- The Academic Calendar is located on MIT AMS (Academic Management System)

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Orientation and Enrolments

Enrolment means officially becoming an MIT student. Commencing students must seek approval from admissions team, if they are unable to enroll on time.

Course enrolments will take place on campus for onshore students during Orientation Week. Please refer to the Orientation guide for more specific Information.

Documents Required For Enrolment

- Passport
- Confirmation of Enrolment (CoE)
- Academic Transcripts from Year 11 and 12
- IELTS or equivalent test score
- Original copies of all previous academic qualifications
- Overseas Students Health Cover (OSHC) certificate

Refer to the Student Handbook for more information MIT Handbook

Cost of Living

The cost of living depends upon your background, individual lifestyle, and expectations. However, most students manage approximately $29,710 per year. This is exclusive of tuition fees and lifestyle expenses but cover accommodation, food, public transport clothing, entertainment, books, stationery, and incidental expenses

Source:

For more information, please visit 'Study in Australia' website

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Attendance

Attending face-to-face classes is an important element of successful studies and regular attendance at all lectures and tutorials is expected. The attendance of each student is monitored at MIT for course progression and student welfare purposes

MIT's Learning Management System
Moodle is a Learning Platform and assists with effective course management and personalised learning. Within this system you will find Orientation information, event registrations, unit descriptions and your weekly study material

Academic Management System
AMS helps with online enrolments and timetable management. Appointments can also be made with academic staff via this system

Textbooks

Your lecturer will outline required textbooks for each of your units in Week 1 of trimester.

Prescribed textbooks can be purchased online from Booktopia

Academic Progress

The academic progress of each student enrolled at MIT is governed by MIT's Student Academic Progress Policy and Procedure.
Students are responsible for their own academic progress.

Unsatisfactory academic performance means:

- Failing 50 percent or more of the credit points in which the student is enrolled in a trimester
- Not being able to complete his/her course within the maximum period of study defined by the Academic Board or
- Not satisfying the requirements of any compulsory placements in a course.

Refer to the MIT Student Academic Progress Policy and Procedure for further information

Student Services

The Office of Student Administration and Experience (OSAE) provides services such as:

- Counselling and Advocacy Services
- Disability Services: if you have a disability/medical condition, please email to make an appointment with a Student Counsellor to discuss available support services.
- Career Development Centre
- Student administration matters pertaining to transcripts & completion letters
- Study evidence letters, such as course and course progress letters, and vacation letters
- Orientation and Enrolment sessions
- Industry Engagement
- Networking and social events
- Student eNewsletter
- Student Clubs
- Graduation
- Alumni Services

Events and Activities

MIT organises numerous cultural, social, academic, career and industry related events throughout the year. These events give you the opportunity to interact with your fellow students.

Follow us on MIT Instagram @mitmelbournesydney_events see highlights from previous events and register for upcoming events

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People to Know



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



Mohammad Mahin Sarker Manager, Student Administration & Experience (Level 7)

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

- Student Experience & Engagement
- Orientation
- Graduation
- Enrolments
- Complaints & Grievances

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



Danica Jane Pedrosa 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

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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



Neus Baquir Enrolment Officer (Level 7)

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

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



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

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Izabela Miletic Library (Level 3)

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

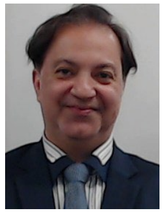
- Referencing workshops
- Journal databases
- Borrowing, returning and renewing books



Mere Tanoa Vada Library (Level 3)

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

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



Amir Lezgui Centre of learning (Level 6)

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

- Mentoring Program
- MIT001
- The Assignment Consultation Centre







Ali Noori, Alec Tauber , Ramchander Valdas

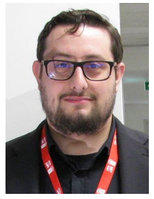
IT Help Desk (Level 2)

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

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







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

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Office of Student Administration and Experience

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