



**MELBOURNE**  
INSTITUTE OF TECHNOLOGY

# Term 4 2024 MIT Students Orientation Program

> [www.mit.edu.au](http://www.mit.edu.au)

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TEQSA Provider Code 12138

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## 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 via 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 (QILT 2022).
- Integrated Work-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. Achaya

Campus Director (Acting)

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  - Activating your online MIT accounts
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Date	Activity
<b>May</b>	
Monday 6 May	O' Week Day 1
Tuesday 7 May	O' Week Day 2
Wednesday 8 May	O' Week Day 3
Monday 13 - 17 May	First Week of Classes
Friday 24 May	Last Day to Change Course and Enrol
Friday 24 May	Last Day to Add a Unit
<b>June</b>	
Friday 7 June	Census date*
Monday 10 June	King's Birthday ( <i>Public Holiday</i> )
<b>July</b>	
Friday 19 July	Last Day to Withdraw Without Academic Penalty
<b>August</b>	
Wednesday 7 August	Start of Final Exams
Wednesday 14 August	End of Final Exams
Friday 30 August	<i>Result publication – Term 4, 2024</i>

### 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 102 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 2 or Day 3 depending on your course.

Please check your junk or spam email folders in case our emails being categorised 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 29th April 2024, please contact the IT Service Help Desk at: [servicedesk@mit.edu.au](mailto: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](mailto: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.



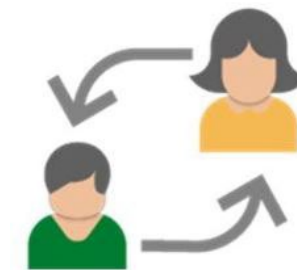
## Academic Services

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 6th May at 9:30am Australian Eastern Daylight Time (AEDT) at Level 1, Room 102. 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.

9:30AM-10:00AM

Registration & Light Breakfast

10:00AM-10:20AM

Welcome To MIT

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

10:20AM-10:50AM

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

10:50AM-11:05AM

Library Services

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

11:05AM-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-11:45AM

Centre of Learning

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

**11:45AM-12:00PM**

Careers, Industry &amp; Alumni

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

**12:00PM-1:00PM**

Lunch is on us!

**1:00PM-1:10PM**

Academic Services

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

**1:10PM-1:40PM**

School Overview Session (Heads of Schools)

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

**1:40PM-2:10PM**

Course Overview (Course Coordinators)

- Moodle
- Course Overview
- Credit Transfer
- Learning Resources

**2:10PM-2:20PM**

Q&amp;A with Professional Staff

**2.20PM-3:00PM**

Library Tour

## 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.



## Academic Integrity Module (AIM 100)

- 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 &amp; Light Breakfast

12:15PM-1:00PM

Lunch is On Us, Enjoy!

10:00AM-11:00AM

External Presentations  
(NSW Police, Allianz Care, Surf-Life)

1:00PM-2:00PM

Academic Integrity Module  
(AIM 100) Workshop

11:00AM-11:30AM

Counselling Workshop

2:00PM-2:30PM

Course Advice

11:30AM-12:00PM

Career Development Workshop

2:30PM-3:30PM

Enrolments &amp; Timetable Creation

12:00PM-12:15PM

Lucky Draw!

3:30PM-4:00PM

Student ID Cards &amp; IT Accounts

## Day 3 – Wednesday 8 May

9:30PM–2:00PM

Registration

9:30AM–2:00PM

Course Advice

10:00AM–2:00PM

Enrolments & Timetable Creation

1:00PM–2:30PM

Student ID Cards & IT Accounts

**Ghan S. Acharya** Campus Director (Acting) (Level 7)

Ph: (02) 8267 1400 E: [gacharya@mit.edu.au](mailto: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](mailto:careerservices.syd@mit.edu.au)

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

**Hataichanok Katepaiboonsuk (Ploy)** Student Administration and Experience Officer (Level 7)

Ph: (02) 8267 1448 E: [studentservices.syd@mit.edu.au](mailto: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](mailto:finance.syd@mit.edu.au)

- Fee Payments
- Payment plans
- Refunds

**Kanokwan Pasong (Eve)** Enrolment Officer (Level 7)Ph: (02) 8267 1463 E: [enrolments.syd@mit.edu.au](mailto:enrolments.syd@mit.edu.au)

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

**Mahnoor Khan** Counselling and Advocacy Officer (Level 7)Ph: (02) 8267 1400 E: [counsellor.syd@mit.edu.au](mailto:counsellor.syd@mit.edu.au)

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

**Jade Duong** Receptionist (Level 7)Ph: (02) 8267 1400 E: [jduong@mit.edu.au](mailto:jduong@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](mailto:library.syd@mit.edu.au)

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

**Beverley Jones** Centre of Learning (Level 7)Ph: (02) 8267 1400 E: [centreoflearning.syd@mit.edu.au](mailto:centreoflearning.syd@mit.edu.au)

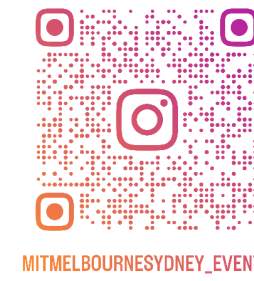
- Mentoring Program
- MIT001
- The Assignment Consultation Centre

**Ali Noori, Sabanam Dhungana, Alec Tauber** IT Help Desk (Level 2)Ph: (02) 8267 1421 E: [servicedesk@mit.edu.au](mailto: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](mailto:academicservices.syd@mit.edu.au)

- Academic Consultations with Course Coordinators
- Special Consideration Applications





**MELBOURNE**  
INSTITUTE OF TECHNOLOGY

## Office of Student Administration and Experience

T: +61 2 8267 1400

E: [studentservices.syd@mit.edu.au](mailto:studentservices.syd@mit.edu.au)

154-158 Sussex Street

Sydney, NSW, 2000 Australia

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