Trimester 1, 2024 Domestic Orientation

Starter Guide

Welcome to Melbourne Institute of Technology (MIT) Melbourne Campus!

On behalf of the entire Melbourne Institute of Technology (MIT) team, I extend a warm and sincere welcome to you! We are thrilled to have you on board and are confident that your skills, expertise, and unique perspective will contribute to our shared success.

As you embark on this new journey with us, you are joining a community dedicated to excellence, collaboration, and innovation. We believe in fostering an environment that encourages growth, both personally and professionally, and we are committed to supporting you in every step of your career here.

At MIT, we take pride in our achievements, values, and aspects that make our organisation stand out, and we look forward to having your valuable contributions enhance our collective achievements.

Please take some time to familiarise yourself with our company culture, policies, and your team. Our orientation program is designed to provide you with the necessary information and resources to integrate seamlessly into our dynamic work environment.

Should you have any questions, concerns, or simply wish to connect, feel free to reach out to one of our Student Administration and Experience Officers. We are here to ensure your onboarding experience is smooth and enjoyable.

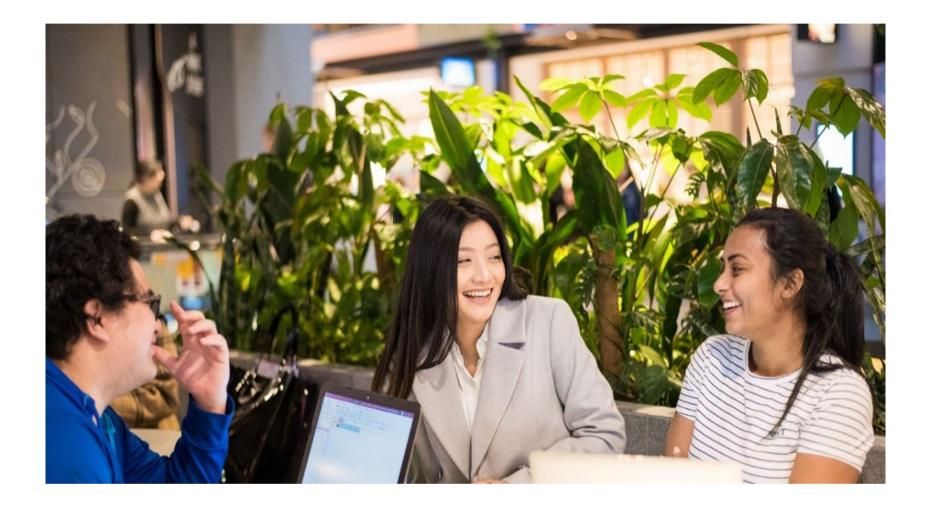Once again, welcome to MIT

Efthimia E. Evryniadis

Campus Director (Acting)

Orientation is compulsory for all commencing students

O' Day is a day which we aim will be one you will never forget and is your opportunity to get involved in a range of events and discover the skills and information you need to be successful in your studies.
You will meet your Course Coordinators, Academics, support staff and learn more about your study expectations and MIT Systems. It is a great opportunity to make new connections and begin new friendships.
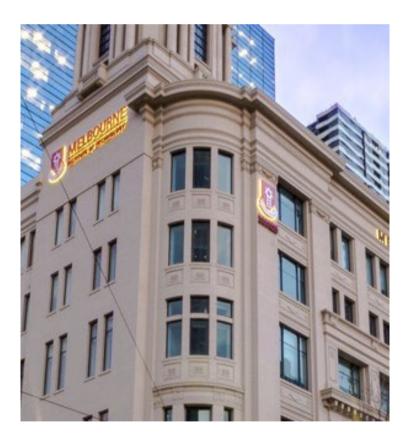
Orientation sessions will be hosted on campus for Trimester 1, 2024

Getting to your campus

Melbourne campus is located at the historical – Argus Building at 288 La Trobe Street, on the corner of Elizabeth and La Trobe Street.

Entrance is via the La Trobe Street side.

What to bring:

Students are encouraged to bring following documents to make the orientation process smoother.

• Proof of Australian citizenship (Original Passport or Citizenship Certificate or Birth Certificate)

• MIT Offer Letter

• Tax File Number (or proof of application)

• Original Year 12 certificates and study scores

• Unique Student Identifier (USI) number

• All other original academic documents submitted

during application

Explore Financial Support Options (FEE-HELP):

FEE-HELP is a loan available to eligible students in domestic fee-paying places to help pay for all or part of their tuition fees. The Australian Government sets limits on how much HELP debt you can accumulate.

For further information regarding FEE-HELP, please visit the Study Assist.

Have Your USI Ready!

USI stands for Unique Student Identifier. A USI is your individual education number for life.
It is compulsory to have a USI to get Commonwealth financial assistance, qualification, and statement of attainment.

Click here to register your USI

O' Day is divided in number of sessions. These sessions will provide expert advice and lived experiences to help you understand key processes, available support, and tips to prepare for your educational journey at MIT. On O' Day you will:

- Meet MIT staff and fellow commencing students within your course

- Receive your Student ID card

- If you have not applied for it yet, submit FEE-HELP application

- Attend information sessions on:
    - How to access MIT systems including Moodle, online resources and Academic Management System (AMS)
    - MIT Library and IT services
    - Your obligations and rights
    - Tips for well-being

- Meet Course Coordinator and receive Academic Course advise

- Enrolment Process and Understand your timetable arrangement

Student Services

IT Services

Academic Support

Library

Counselling & Wellbeing Services

Career Development Centre

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 to see highlights from previous events and register for upcoming events

Access Full Events Calendar

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

Moodle

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

AMS

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:

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

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

Thank you for Joining and we are looking forward to seeing you at the Melbourne Institute of Technology's O' Day.

You'll receive detailed instruction and day running sheet prior to the O' Day.

Have a look at our Student Handbook for more resources and information.
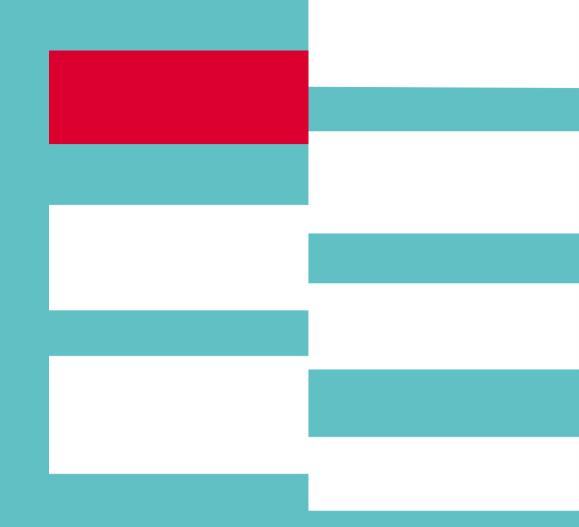
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PRACTICAL EXCELLENCE

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