



Murdoch

INSTITUTE OF TECHNOLOGY

MURDOCH UNIVERSITY CAMPUS PERTH



2017 STUDENT HANDBOOK

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Welcome

Congratulations on choosing to complete your studies with Murdoch Institute of Technology, you have made an excellent investment in your future. Before you get started, I want to highlight some reasons why you've made the right choice, and what you can do to get the most out of your studies.

Murdoch Institute of Technology is part of Kaplan Australia's education business offering pre-tertiary and undergraduate courses that are suitable for both domestic and international students. MIT is a proud partner of Murdoch University (MU) and is a pathway college into Murdoch University courses. Murdoch University is where free thinkers from all over the world come together to make a difference. With more than 22,000 students and 2,000 staff working together, Murdoch University explores new ways of thinking and making discoveries. Murdoch University has a national reputation for excellence in teaching, research and student satisfaction. It is also recognised as one of Australia's leading research institutions, as more industries place their belief and resources into projects that provide research candidates and scientists with the opportunity to make amazing discoveries.

MIT is passionate about helping students reach their goals through quality education and has a strong customer service culture to ensure all students are given the best possible service and facilities such as study skills coaching, tutoring and English language support.

I encourage you to make the most of the opportunities for interaction with practitioners and academics and to participate as much as possible in activities as you will get more out of your studies and form important relationships with both the practitioners and your fellow students.

During the year, events may be planned by the Student Support Officer or the Murdoch University Guild, and we encourage every student to get involved – it is a great way to make new friends! You can keep in touch with your friends and keep up to date with what is happening on campus by liking us on Facebook at www.facebook.com/mitperth. Information about social events and academic workshops is also available on Moodle.

Another reason why you have made the right choice is that we are part of Kaplan, Inc., a leading global education provider. Kaplan operates in over 30 countries throughout Asia, Europe and the Americas, and serves more than one million students each year. By studying with us you are now part of this global connection, which means that your qualification will be recognised throughout the world.

Finally, above all else we are dedicated to ensuring you have the best possible experience as a student. An intimate and supportive learning environment ensures that each student is given adequate attention and Student Services staff are available to you throughout your studies, whether you need advice on how to balance study with personal and career commitments, or help with deciding which subjects are right for you and your career goals.

I sincerely wish you all the best with your studies, and hope you have a challenging and rewarding experience. I am confident that no matter what your goals may be, studying at Murdoch Institute of Technology will help you achieve them.



Kelly Pattison

College Director
Murdoch Institute of Technology

01 About Murdoch Institute of Technology

1.1 Mission

MIT's mission is to help individuals achieve their educational and career goals. We build futures one success story at a time. Our core values define our company culture and provide the framework for what we deliver to our customers and employees each day. These include:

- Integrity: We hold ourselves to the highest ethical standards in everything we do
- Knowledge: We offer expert resources to help you achieve your academic and career best
- Support: We give you the tools you need to succeed
- Opportunity: We open doors and broaden access to education
- Results: We're dedicated to helping you achieve your goals – we succeed when you succeed

1.2 History

Murdoch Institute of Technology Australia is part of Kaplan, Inc., a global provider of education services and courses to individuals, schools and businesses. Starting as a small test prep company in 1938 in the United States of America, Kaplan has pioneered new territory in online higher education, test preparation services and professional training with innovation and imagination. Through new technologies and a personalized approach to learning, Kaplan is opening doors to educational opportunities and inspiring people to strive for their personal best. Throughout its 70-year history, Kaplan has helped students unlock their talent by providing student-centred, outcomes-driven educational programs that help individuals reach their goals. We succeed when our students succeed.

1.3 Campus Details

Building 512
 Murdoch University
 South Street
 Murdoch WA 6150
 +618 9360 1700
info@murdochinstitute.wa.edu.au

MAP OF MURDOCH UNIVERSITY CAMPUS

	Banking facilities for BankWest, UniCredit and ANZ
	Computer Access
	Food and drink retailers
	Health Centre
	Library
	Multi-faith worship centre
	Murdoch Guild Tavern
	Murdoch University Security Services
	Sports and Recreation Centre
	Student Guild shop and Campus bookshop

02 Important Dates 2017

2.1 Trimester Dates MUPC/Diploma

TRIMESTER 1	
Orientation & Registration (new students)	8 February*
Registration (continuing students)	9-10 February*
Teaching Commences	13 February
Registration deadline (new students)	24 February (end of week 2)**
Registration deadline (continuing students)	17 February (end of week 1)**
Last date to change subject selection	23 February (Thursday, week 2)
Census date (last day to withdraw without academic penalty)	6 March 2017 (Monday, Week 4)
Exam Period	15-26 May (weeks 14 & 15) The exam timetable is released by week 11
Trimester Ends	26 May

TRIMESTER 2	
Orientation & Registration (new students)	7 June*
Registration (continuing students)	8-9 June*
Teaching Commences	12 June
Registration deadline (new students)	23 June (end of week 2)**
Registration deadline (continuing students)	16 June (end of week 1)**
Last date to change subject selection	22 June (Thursday, week 2)
Census date (last day to withdraw without academic penalty)	3 July 2017 (Monday, Week 4)
Exam Period	11-22 September (weeks 14 & 15) The exam timetable is released by week 11
Trimester Ends	22 September

TRIMESTER 3	
Orientation & Registration (new students)	4 October*
Registration (continuing students)	5-6 October*
Teaching Commences	9 October
Registration deadline (new students)	20 October (end of week 2)**
Registration deadline (continuing students)	13 October (end of week 1)**
Last date to change subject selection	19 October (Thursday, week 2)
Census date (last day to withdraw without academic penalty)	30 October 2017 (Monday, Week 4)
Exam Period	15-25 January (weeks 14 & 15) The exam timetable is released by week 11
Trimester Ends	25 January

2.2 Trimester Dates Murdoch Language Centre

ENGLISH FOR ACADEMIC PURPOSES 1	
Orientation	20 March
Course Commences	20 March
Census date (last day to withdraw without academic penalty)	31 March
Course Ends	26 May

ENGLISH FOR ACADEMIC PURPOSES 2	
Orientation	24 April
Course Commences	24 April
Census date (last day to withdraw without academic penalty)	5 May
Course Ends	30 June

*Please note attendance at orientation & registration is compulsory – late registration fees will apply to students who do not attend and enrolment will not be allowed after week 1

Important Dates 2017

ENGLISH FOR ACADEMIC PURPOSES 3

Orientation	3 July
Course Commences	3 July
Census date (last day to withdraw without academic penalty)	14 July
Course Ends	8 September

ENGLISH FOR ACADEMIC PURPOSES 5

Orientation	20 November
Course Commences	20 November
Census date (last day to withdraw without academic penalty)	1 December
Course Ends	25 January 2018

ENGLISH FOR ACADEMIC PURPOSES 4

Orientation	20 November
Course Commences	20 November
Census date (last day to withdraw without academic penalty)	1 December
Course Ends	25 January 2017

GENERAL ENGLISH INTAKE DATES (EVERY 5 WEEKS)

Course Commences	9 January
	13 February
	20 March
	24 April
	29 May
	3 July
	7 August
	11 September
	16 October
	20 November

2.3 Public holidays 2017

NATIONAL

Australia day	26 January
Labour day	6 March
Good Friday	14 April
Easter Monday	17 April
ANZAC day	25 April
Western Australia Day	5 June
Queen's Birthday	25 September
Christmas day	25 December
Boxing day	26 December

02 Important Dates 2017

2.4 Academic Calendar 2017

2017	PUBLIC HOLIDAYS	GENERAL ENGLISH	ENGLISH FOR ACADEMIC PURPOSES		MUPC (Week No.)	DIPLOMA (Week No.)	Murdoch University Semester (Week No.)
			1	2			
2 Jan - 6 Jan	2 Jan - New Year's Day	BREAK		7	12	12	
9 - 13 Jan		GE Intake		8	13	13	
16 - 20 Jan				9	14/Exams	14/Exams	
23 - 27 Jan	26 - Australia Day			10	15/Exams	15/Exams	
30 Jan - 3 Feb	(28 Jan - CNY)						
6 - 10 Feb					"O" 8 Feb	"O" 8 Feb	
13 - 17 Feb		GE Intake			TRI 1 - Wk 1	TRI 1 - Wk 1	O'Start 16 Feb
20 - 24 Feb					2	2	O' Week
27 Feb - 3 Mar					3	3	SEM 1 - Wk 1
6 - 10 Mar	6 - Labour Day				4	4	2
13 - 17 Mar					5	5	3
20 - 24 Mar		GE Intake	1		6	6	4
27 - 31 Mar			2		7	7	5
3 - 7 Apr			3		8	8	6
10 - 14 Apr	14 - Good Friday		4		9	9	7
17 - 21 Apr	17 - Easter Monday		5		10	10	8
24 - 28 Apr	25 - ANZAC Day	GE Intake	6	1	11	11	9
1 - 5 May			7	2	12	12	10
8 - 12 May			8	3	13	13	11
15 - 19 May			9	4	14/Exams	14/Exams	12
22 - 26 May			10	5	15/Exams	15/Exams	13
29 May - 2 Jun		GE Intake		6	BREAK	BREAK	14
5 - 9 Jun	5 - WA Day			7	"O" 7 Jun	"O" 7 Jun	15
12 - 16 Jun				8	TRI 2- Wk 1	TRI 2- Wk 1	16
19 - 23 Jun				9	2	2	17
26 - 30 Jun				10	3	3	
3 - 7 Jul		GE Intake	1		4	4	
10 - 14 Jul			2		5	5	
17 - 21 Jul			3		6	6	O'Start 20 Jul
24 - 28 Jul			4		7	7	O' Week
31 Jul - 4 Aug			5		8	8	SEM 1 - Wk 1
7 - 11 Aug		GE Intake	6		9	9	2
14 - 18 Aug			7		10	10	3
21 - 25 Aug			8		11	11	4
28 Aug - 1 Sep			9		12	12	5
4 - 8 Sep			10		13	13	6
11 - 15 Sep		GE Intake			14/Exams	14/Exams	7
18 - 22 Sep					15/Exams	15/Exams	8
25 - 29 Sep	25 - Queen's B'day				BREAK	BREAK	9

Important Dates 2017

Academic Calendar 2017 (cont.)

2017	PUBLIC HOLIDAYS	GENERAL ENGLISH	ENGLISH FOR ACADEMIC PURPOSES		MUPC (Week No.)	DIPLOMA (Week No.)	Murdoch University Semester (Week No.)
			1	2			
2 - 6 Oct					"O" 4 Oct	"O" 4 Oct	10
9 - 13 Oct					TRI 3- Wk 1	TRI 3- Wk 1	11
16 - 20 Oct		GE Intake			2	2	12
23 - 27 Oct					3	3	13
30 Oct - 3 Nov					4	4	14
6 - 10 Nov					5	5	15
13 - 17 Nov					6	6	16
20 - 24 Nov		GE Intake	1	1	7	7	17
27 Nov - 1 Dec			2	2	8	8	
4 - 8 Dec			3	3	9	9	
11 - 15 Dec			4	4	10	10	
18 - 22 Dec			5	5	11	11	
25 - 29 Dec	25 - X'mas Day; 26 - Boxing Day	BREAK	BREAK		BREAK	BREAK	

2.5 Academic Calendar 2018

2018	PUBLIC HOLIDAYS	GENERAL ENGLISH	ENGLISH FOR ACADEMIC PURPOSES		MUPC (Week No.)	DIPLOMA (Week No.)	Murdoch University Semester (Week No.)
			1	2			
1 - 5 Jan	1 - New Year's Day	BREAK	BREAK		BREAK	BREAK	
8 - 12 Jan		GE Intake	6	6	12	12	
15 - 19 Jan			7	7	13	13	
22 - 26 Jan	26 - Australia Day		8	8	14/Exams	14/Exams	
29 Jan - 2 Feb			9	9	15/Exams	15/Exams	
5 - 9 Feb			10	10			
12 - 16 Feb	(16 Feb - CNY)	GE Intake			"O" 14 Feb	"O" 14 Feb	O'Start (tbc)
19 - 23 Feb					TRI 1 - Wk 1	TRI 1 - Wk 1	O' Week
26 Feb - 2 Mar					2	2	SEM 1 - Wk 1
5 Mar - 9 Mar	5 - Labour Day				3	3	2
12 - 16 Mar					4	4	3
19 - 23 Mar		GE Intake	1		5	5	4
26 - 30 Mar	30 - Good Friday		2		6	6	5
2 - 6 Apr			3		7	7	6
9 - 13 Apr	2 - Easter Monday		4		8	8	7
16 - 20 Apr			5		9	9	8
23 - 27 Apr		GE Intake	6	1	10	10	9
30 Apr - 4 May	25 - ANZAC Day		7	2	11	11	10
7 - 11 May			8	3	12	12	11

02 Important Dates 2018

Academic Calendar 2018 (cont.)

2018	PUBLIC HOLIDAYS	GENERAL ENGLISH	ENGLISH FOR ACADEMIC PURPOSES		MUPC (Week No.)	DIPLOMA (Week No.)	Murdoch University Semester (Week No.)
			1	2			
14 - 18 May			9	4	13	13	12
21 - 25 May			10	5	14/Exams	14/Exams	13
28 May - 1 Jun		GE Intake		6	15/Exams	15/Exams	14
4 - 8 Jun	4 - WA Day			7			15
11 - 15 Jun				8	"O" 13 Jun	"O" 13 Jun	16
18 - 22 Jun				9	TRI 1 - Wk 1	TRI 1 - Wk 1	17
25 - 29 Jun				10	2	2	
2 - 6 July		GE Intake			3	3	
9 - 13 Jul					4	4	
16 - 20 Jul					5	5	O'Start (tbc)
23 - 27 Jul			1		6	6	O' Week
30 Jul - 3 Aug			2		7	7	SEM 1 - Wk 1
6 - 10 Aug		GE Intake	3		8	8	2
13 - 17 Aug			4		9	9	3
20 - 24 Aug			5		10	10	4
27 - 31 Aug			6		11	11	5
3 - 7 Sep			7		12	12	6
10 - 14 Sep		GE Intake	8		13	13	7
17 - 21 Sep			9		14/Exams	14/Exams	8
24 - 28 Sep	24 - Queen's B'day		10		15/Exams	15/Exams	9
1 - 5 Oct							10
8 - 12 Oct					"O" 10 Oct	"O" 10 Oct	11
15 - 19 Oct		GE Intake			TRI 1 - Wk 1	TRI 1 - Wk 1	12
22 - 26 Oct					2	2	13
29 Oct - 2 Nov					3	3	14
5 - 9 Nov					4	4	15
12 - 16 Nov					5	5	16
19 - 23 Nov		GE Intake	1	1	6	6	17
26 - 30 Nov			2	2	7	7	
3 - 7 Dec			3	3	8	8	
10 - 14 Dec			4	4	9	9	
17 - 21 Dec			5	5	10	10	
24 - 28 Dec	25 - X'mas, 26 - Boxing Day	BREAK	BREAK	BREAK	BREAK	BREAK	

Dates shown on this calendar May be subject to change in line with the University calendar.

03 General Information

3.1 Requirements to Achieve Qualification

To receive an award, students are required to successfully complete all subjects of study in the qualification (course) they are enrolled in. Refer to the course structures detailed in Section 8 of this handbook for specific course completion requirements.

3.2 Registration

On the registration date specified in the academic calendar (Section 2), students must collect and sign for their subject timetable in person from reception on campus at MIT. Please note that fees must be paid in order to register.

3.3 Payment Information

All tuition and related fees are payable directly to Murdoch Institute of Technology. All tuition fees are paid in advance each trimester with the terms set out below.

Fees payable are calculated from the first trimester of registration and based on the student's registration details at the time their Letter of Offer is processed. Fees may vary from those stated on the Letter of Offer should the student for any reason extend the length of time they are enrolled at Murdoch Institute of Technology, and may be subject to increase.

Ongoing trimester tuition fees are payable on the commencement of each trimester on registration. All tuition fees are payable unless the student withdraws prior to the commencement of the course, in accordance to the refund policy.

It is the responsibility of the student to purchase education materials and personal items including: textbooks, stationery, photocopying, printing, postage, telephone calls, computer supplies, a calculator and study implements.

Payment difficulties

Students who are suffering financial hardship and may be struggling to pay the tuition fees should schedule a meeting with the Student Records Officer to discuss.

Non payment

Failure to pay the trimester course fees will result in the following:

- access to the online learning sites will be removed
- continued non-payment of fees may result in the cancellation of the course registration

Any outstanding debts on completion of studies will result in:

- withholding of academic results and;
- students will not be permitted to graduate from the course
- students on a student visa may be reported to the DIBP (Department of Immigration and Border Protection)

Refunds

Please refer to the Refund Policy located on the MIT website (www.murdochinstitute.wa.edu.au).

3.4 Variation of Registration

Cancellation of registration by student

Students wishing to cancel their registration in a particular subject with the intention of not re-activating their registration in the future must formally advise Murdoch Institute of Technology that they wish to terminate their course registration. The terms and conditions of the refund policy applies to all registration transactions.

Cancellation of registration by the School

A student's registration may be cancelled by Murdoch Institute of Technology when:

- a fee-paying student fails to pay the relevant Subject fee/s by the published deadline; or
- a student has been excluded or suspended because of misconduct; or
- a student has not met the conditions of their offer; or
- a student has failed to progress through the course as per the academic progression policy
- a student has abandoned their course through lack of attendance

If any student disobeys the Code of Conduct, the student will be issued with two warnings. If the student re-offends, the School reserves the right to expel the student and, for international students, inform the Department of Immigration and Border Protection (DIBP) that the student is no longer studying at the School.

Deferral and suspension of registration

If a student is unable to start the offered course, this may be deferred twice. Tuition and other fees may change when and if a new offer is generated.

The policy of the School is to allow deferment of a formal offer until the commencement of the following intake.

When a student withdraws, the refund policy applies and refunds are made depending upon the date at which a withdrawal is made. Refunds can also be made at the discretion of the School subject to compassionate and compelling reasons. Students accessing FEE-HELP must withdraw on or before the census date in order not to incur a debt to the Commonwealth Government.

A student who wishes to transfer to another program at Murdoch Institute of Technology may only do so at the discretion of the School. Fees will be determined according to the difference in fees between the courses.

03 General Information

Intermission during the program of study

If a current student wishes to postpone studies until a later period, and take a leave of absence from their studies, students should complete a formal request using the Intermission/Deferral of Studies form on the MIT website.

Permission may be granted on the grounds of illness, injury or compelling personal reasons and for a maximum period of one year. Extension beyond this time period is only granted in exceptional circumstances and the application must be made in writing to the College Director.

Students returning to study after an approved period of leave should contact Student Services to confirm their re-registration no later than two weeks before the start of the program.

Note: International students who decide to defer, withdraw or suspend their studies may risk having their visa cancelled by the Department of Immigration and Border Protection (DIBP). If this occurs, the student must apply for another student visa from their home country.

Change of contact details

It is absolutely essential that MIT is able to contact students at all times. All students must inform the School, within 7 days, if there is a change to any of the contact information provided to the School.

In addition to this, it is a requirement of the Australian Government that MIT keeps on record the current address of all International students studying on a student visa. Students are required to give this information to the School on arrival at the start of their course and must notify the School within seven (7) days of any change of address.

Many messages are sent via email to students or placed on the online learning platform of the student portal (Moodle). Students must regularly check the portal and their email account as important messages regarding exams, timetables and class changes are sent via this method.

All written correspondence is sent to the address listed as the student's contact mailing address. Any correspondence sent to students by the School is printed on letterhead and identifies students by name and student number. Whenever students write to the School they must include their student number with their name and address. They must also have this ready when telephoning the School. Students must inform the Student Services office immediately of any change to their name, telephone number or address.

The School does not accept responsibility if any official communication fails to reach students because the School has not been notified of a change of an email or mailing address.

Recognition of Prior Learning

Students may apply for Recognition of Prior Learning for previous study or work experience where equivalent content is covered.

To do this, students must submit evidence that demonstrates they have already met the requirements of the subject through these other means. Evidence may take many forms e.g. information about approved study, information about work experience, certificates, transcripts or other credentials.

Generally an exemption for a subject can be obtained via study with approved higher education providers. Relevant work experience at the appropriate level may also be included.

04 Course Delivery

4.1 Contact Time

Each student receives a designated number of contact hours per subject, per week. Students are expected to spend further hours per week outside of class contact time in private study.

COURSE	CONTACT HOURS / WEEK	PRIVATE STUDY HOURS / WEEK
General English	23	2
EAP	23	2
MUPC	9 per subject	4 per subject
Diploma	4-5 per unit	4-5 per unit

4.2 Study Mode

Classes may be held as lectures, tutorials, seminars, workshops or laboratory sessions. The philosophy of our courses in terms of delivery is to strike a balance between the intensive teachings that students require at this level, with the need to develop independent approaches to learning necessary for success at university.

The teaching environment aims to:

- provide a framework for the subject of study by indicating areas of importance and key points
- supply a summary of essential knowledge in key areas
- present a particular point of view or a major concern or issue
- emphasise the application of knowledge by discussion, exploration and sharing of opinions on a problem, case study, example or practical exercise
- revise difficult material in a more detailed manner
- provide practice exercises
- provide opportunities to share and discuss solutions

4.3 Assessment

Assessment is an integral part of the learning process at MIT. Assessments are conducted throughout the study period and most subjects in MUPC and Diploma include a final exam. Refer to the unit/subject outline for specific details of the assessments for your classes. The School maintains high academic standards, which require students to be committed to their studies in order to achieve at the highest possible level. Students are required to participate in all assessments and class activities over the study period, including in-class work, homework, tests, assignments, essays, demonstrations, exams and any other academic tasks which may be set. Work may be required to be completed on an individual basis or in collaboration with other students as a group project. Students should refer to the Assessment policy on the MIT website for further information. (www.murdochinstitute.wa.edu.au)

Academic misconduct

Students should be familiar with the Academic Integrity, Honesty and Conduct Policy on the MIT website. Murdoch Institute of Technology regards all matters of Academic Misconduct as very serious offences.

Special consideration – Medical

Students may receive special consideration if they demonstrate that illness, or other circumstances, substantially affected their work during a teaching period or performance in a test or other assessment. Students must submit documentary evidence (e.g. medical certificate) to support their application within 24 hours of the missed assessment.

If a student is ill and cannot attend their examination, they must provide a medical certificate within 24 hours of the exam date. If they do not meet this requirement they will receive a 'Fail' result for the assessment or examination.

Reasonable adjustment

If the School assesses (in accordance with the Disability Discrimination Act 1992) that it is unable to provide a modification or support service requested by the student, the School will contact the student and suggest a possible alternative. Students with disabilities should complete the Reasonable Adjustment form on the MIT website and speak with the Student Support Officer regarding their learning and access requirements.

4.4 Pass Requirements

Unless otherwise specified in the unit or subject guide, students must achieve a combined result from all assessment items of at least 50% in order to pass the unit/subject. Students who receive less than 50% in any assessment item may continue in the subject and still pass the subject, provided they meet the overall 50% criteria. Students should consult with their teacher for further details.

Students are expected to advise their teacher during the trimester if and when they are experiencing difficulty in understanding any concept.

Students should try hard to pass each assessment component for the best chance to pass and do well in each subject in class. Assessments will generally be held in scheduled class times unless otherwise indicated by your teacher.

04 Course Delivery

4.5 Grades

NOTATION	GRADE	PERCENTAGE RANGE
HD	High Distinction	80% - 100%
D	Distinction	70% - 79%
CR	Credit	60% - 69%
P	Pass	50% - 59%
N	Fail	0% - 49%
DNS	Fail – did not participate in 50% or more of assessments	
EX	Exempt	
AWR	Awaiting Result	
W	Withdrawn	
DEF	Deferred	
EXP	Expelled from College	

4.6 Special Consideration and Deferred Assessments

If, for some serious reason, you are unable to attend when an assessment is scheduled you must apply to the MIT office for Special Consideration. Students should submit a Special Consideration Form available on the website, along with documentary evidence such as a medical certificate within twenty four hours of the assessment day and time. If your evidence is accepted, options for students may include:

- Sitting the assessment at another scheduled date
- Completing an additional assessment item
- Deferring the assessment to the next study period
- Having their final grade adjusted to reflect the missed assessment
- Having extra time to complete their assignment

MIT academic management will decide if the Special Consideration request is granted and which option is appropriate for the student.

4.7 Submission of Assessments

Assessments must be received by the due dates specified in the Assessment table of your unit/subject outline. Please submit all assignments and assessments directly to your teacher using Moodle if directed. Do not attempt to submit assessments at MIT reception.

Penalties will be imposed on late assessment submissions in accordance with Table 1 unless the student has been granted an extension. All extension requests need to be accompanied by supporting documentation and to be made before the assignment submission due date.

Extensions will only be approved if there are medical reasons or extenuating circumstances. Being busy with other work or personal commitments is not a valid reason for extension.

Table 1: Late assignment submission penalties

NO. DAYS LATE	PENALTY
1 - 9 days	5% per day for each calendar day late deducted from the total marks available
10 - 14 days	50% deducted from the total marks available
After 14 days	Assignments that are submitted more than 14 calendar days after the due date will not be accepted and the student will receive a mark of zero for the assignment(s).
Note	Notwithstanding the above penalty rules, assignments will also be given a mark of zero if they are submitted after assignments have been returned to students.

4.8 Return of Results

MIT has a ten-day marking turnaround policy whereby students will receive grades and feedback from assessments within ten days of the assessment event. If another assessment is scheduled less than ten days after an assessment, then grades and feedback should be delivered to students before a subsequent assessment event. If you are experiencing delays in receiving grades and feedback, please talk to an MIT Academic Coordinator.

4.9 Attendance

Non-attendance or late arrival to class can be disruptive for the teachers/lecturers and other students in the class and it may also affect the student's progress. It is important that a student keep the School informed about their absence and if it is necessary for a class to be missed. Students are responsible for ensuring strategies are in place to catch up on any work missed. Students are still expected to fulfil all homework requirements. Students should familiarise themselves with the MIT Attendance Policy in regards to attendance requirements.

The Australian Government has strict guidelines on attendance for students from overseas on student visas depending on the course being studied. Your attendance and course progress is therefore closely monitored and recorded. The Australian Government may ask to see your attendance when you apply to renew your visa.

Lateness

The School expects each student to arrive on time for every class to ensure maximum learning outcomes for each individual. Lateness is recorded and calculated as non-attendance.

Course Delivery

Teachers record the number of minutes a student is absent from the classroom and this is recorded and reported to the Department of Immigration and Border Protection if it falls below 80%.

Holidays

Students must take note of the published study period dates and organise travel outside of these dates. Dates are published well in advance and are contained in this document. If students need to travel at any other time, a formal application must be made to an Academic Coordinator. Only in extreme circumstances will leave be approved during a period of study.

Census dates

Domestic students accessing the FEE-HELP loan scheme must notify the School in writing on or before the census date if they wish to withdraw from the course or a subject of study. Students who withdraw after the census date will incur a debt to the Commonwealth Government. The census dates are detailed in the Academic Calendar in Section 2 of this handbook.

Renewal of health cover

All international students are required to have current health insurance cover at all times during their study in Australia. Students should note what the expiry date is and make sure the health cover does not expire. Contact Student Services for advice on how to renew student health cover if needed. See Section 6.3 of this handbook for more information on International student health cover.

Renewal of Student Visa

All international students will be required to bring in their passport and visa, plus a copy of both to keep on file in the School. Your student visa has an expiry date. Note carefully what that date is and make sure that your visa does not expire without you seeking to renew it. The consequences if it expires may be very serious – DO NOT LET YOUR VISA EXPIRE UNDER ANY CIRCUMSTANCES. If you need advice on how to renew your visa, see Student Services at your campus.

4.10 Results and Transcripts

Publication of results

Students will be advised of the release date and the method by which examination results will be released. For MUPC and Diploma, final grades are released on the student portal (Moodle) at the end of the study period. For General English and English for Academic Purposes, results are communicated to students by the class teacher. Results for students with an outstanding debt to the School will be withheld pending payment in full of that debt.

Academic transcripts

The transcript shows all the student's results. Upon completion of the course students are issued with a copy of their transcript.

4.11 Code of Conduct

Appropriate behaviour by students is key in ensuring that all students have the best opportunity possible to succeed in their education. MIT is committed to giving all its students a safe learning environment which is not impeded by negative behaviour. MIT requests that all students abide by the Conduct and avoid any and all forms of misbehaviour.

Academic Misbehaviour includes, but is not limited to:

- Any attempt by a student to submit work for an assessment that is not their own (e.g.. Plagiarism, purloining, non-referencing, ghost-writing)
- Any form of collusion between students or other individuals other than authorised collaboration
- Any act that may impair or hinder the learning or assessment performance of others (e.g.. Not participating in group-work)
- Any action which is contrary to the study and assessment instructions given by MIT
- Taking material into an examination contrary to the instructions for that examination, or being in possession of material which might be used to convey information about the subject under examination
- Acting dishonestly in any way, assisting or attempting to assist any other student to act dishonestly in relation to an assessment or part of an assessment
- The removal or attempted removal (either physical or electronic) of examination materials from the examination environment or MIT offices

Non-Academic Misbehaviour includes, but is not limited to:

- Continuous interruptions of the teacher or other persistent disruptive behaviour
- Continued absence without sufficient supporting documentation or continued late arrivals into the classroom

04 Course Delivery

4.11 Code of Conduct (cont.)

- Failing to meet the minimum attendance requirements of an individual subject or unit
- Failing to comply with rules or standards set by teachers
- Non-payment of course fees by due date
- Submitting fraudulent documents to gain admission to an MIT qualification
- Behaving inappropriately in an activity under the administration or supervision of MIT
- Placing other students or staff at potential threat to their own health and safety
- Altering or defacing any document or record belonging to MIT
- Misusing, stealing, destroying or damaging any property (including computer and communication facilities) of MIT, a staff member, or another student.
- Wilfully disobeying or disregarding any order, direction, rule or condition made by MIT
- Interfering with the freedom of others to pursue their studies or for staff to carry out their work-related functions at MIT
- Harassing or intimidating another student or staff member because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, religious belief or political conviction or for any other reason
- Unreasonably prejudicing or undermining the reputation, academic standing, authority, integrity or credibility of MIT, its representatives, its courses or means of assessment
- Use or supply of prohibited substances
- Has engaged, threatens to engage in or has been accused of behaviour that is reasonably believed to endanger the student or others
- Fails to attend all classes within a two week study period without obtaining approved leave or without notifying MIT of compassionate or compelling circumstances and supplying evidence of such

Students who do not comply with the MIT Attendance Policy will be subject to the penalties outlined in the Academic Integrity, Honesty and Conduct Policy, the Assessment Policy, the Progression Policy and the Attendance Policy. These policies can be located on the MIT website.

05 School Resources and Facilities

5.1 Student Number

All students are issued with a Murdoch University student number. Once you have your Murdoch University student number, you will be able to apply for your Student Identification Card and Smartrider discount for Transperth public transport (bus, train and ferry).

5.2 Student Identification Cards

Students are responsible for collecting their student identification card. To obtain your student ID card:

1. Go to the I.T. help-desk, located in the Library
2. Present your MIT/MU Student Form along with photo identification (passport or driver's license) to the assistant at the I.T. Help-desk. Your MIT/MU Student Form will be given to you at orientation
3. Get your photograph taken at the I.T. help-desk
4. Wait for your MIT Student ID card to be printed
5. Collect your Student ID card and make sure that you also collect your password (without a password you cannot access Murdoch University computers).

Once you have your student ID card and password, you will then have full access* to the Murdoch University facilities, including: the library; computers; student guild; gym; and parking.

If a student loses their student identity card, a replacement card is available on payment of a \$10 fee to Murdoch University Student Services. You must also report the loss to Murdoch University Student Services to prevent anyone else from using it. Your student ID card is not transferable to another person.

Murdoch Institute of Technology students may be eligible for concession fares on admission to sports venues, entertainment centres, cultural events and tourist attractions upon presentation of their student ID card.

5.3 Parking

If you wish to drive to Murdoch University and park your car, you must pay a fee and obtain a parking permit. Take your student card to the Murdoch University Student Services centre in Bush Court and fill out a Parking Permit Application form. There is a choice of car parks with different fees. More information is available at our.murdoch.edu.au/Campus-and-Facilities-Management-Office/Our-services/Parking-on-campus/Parking-permits-and-fees/

5.4 Student Guild/Gym Membership

The Murdoch University student guild was established in 1976 by students, for students, The Guild is an advocacy, support and service organization, run independently from the university. See <http://the-guild.com.au/> for more information. Visit the student guild shop and ask to sign up as an Associate Member. Guild membership is free.

Murdoch University have a range of sporting facilities and programs. You can find more information by visiting www.unisport.com.au/murdoch/Pages/Home.aspx. Remember you will need to show your Murdoch University student card when accessing any facilities.

5.5 Student Learning Centre

The Murdoch Institute of Technology Student Learning Centre is located in the MIT office, Building 512, Murdoch University Campus. This area is used for workshops, however if no workshop is running, the space is available for students to meet and study. Free English language support workshops are run each Tuesday, Wednesday and Thursday from 12.30-1.20pm and all MIT students are invited to attend. A calendar of academic support workshops is run throughout the year, please see the Student Portal (Moodle) for information.

5.6 Photocopying and Printing

Students will be issued with a login and password to use computers in Murdoch University computer labs. You may purchase photocopying and printing credit at the Murdoch University library to use with your login.

5.7 Student Support Officer

If you are experiencing difficulties that may affect your ability to study (whether it is personal or academic), please see the Student Support Officer for assistance with the following:

- Tutor information
- Help understanding how to find employment
- Help understanding how to find accommodation
- Help understanding how to open a bank account
- Attendance issues
- Managing stress
- Study tips
- Exam techniques and anxiety
- Family and personal issues
- Difficulties studying/motivation
- Cultural transition
- Reasonable adjustment

* Additional fees may apply in some cases. Ask at reception for more information.

05 School Resources and Facilities

5.8 Student Portal (Moodle)

All students are issued with a username and password which enables them to access the School's student portal (Moodle), where specific information and news regarding Murdoch Institute of Technology, your campus and your subjects of study are posted. It should be the first point of contact regarding information about your course. Student Services staff and your teachers will use the portal to post lecture notes, assignments, exam details and other information relating to your subjects of study.

To access the Student Portal:

1. Click on Internet Explorer
2. Type in the following address:
elearning.murdochinstitute.wa.edu.au
3. Enter username and password

Your username is your Murdoch University student number and the default password is Welcome1. You will be prompted to change your password the first time you login.

Students are advised to email the Student Services Manager or see MIT Reception if they have any questions or issues regarding the student portal.

5.9 Textbooks

Students in the course are required to purchase the appropriate textbooks and equipment prior to the commencement of the course. You will be notified at orientation and registration exactly which texts you will be required to purchase. Subject/unit outlines will also specify the textbooks and equipment required.

5.10 Library

Murdoch University has a large library on campus. The library catalogue can be accessed online at library.murdoch.edu.au. The library has an extensive range of resources such as electronic databases and indexes, journals and texts. Documents resulting from online searches can only be opened on Murdoch University computers, not from students' own computers.

5.11 Computer Labs

MIT students have full access to computer labs on campus. Murdoch University has many general purpose computer laboratories that are available to all students 24 hours a day, 7 days a week. These laboratories all run the Microsoft Windows Vista operating system, provide Microsoft Office 2007, and have access to the Internet.

Students are allocated 30Mb of storage space on a networked server called MyDisk, which they can use to save their own documents and files.

Students' files stored on MyDisk can be accessed from most laboratories on campus, including the general computing laboratories, and will appear as another drive in 'My Computer' or in 'Windows Explorer'.

The Library has computing areas (eLibraries) where students and staff can access online resources for learning and research. The Library catalogue, Library services and the electronic databases are available from these areas. ELibrary2 has Microsoft Word, Excel and Power point installed for producing and editing documents. Printing is available from any of the Library computers, at a cost per page.

Contact :

Mon – Fri 8am to 11pm

Sat – Sun 10am to 5pm

Ph: 9360 2000

itservicedesk@murdoch.edu.au

5.12 Cleanliness

Students must ensure that the School and classrooms are kept clean at all times. This includes being responsible for cleaning up any mess made. Only bottled water is allowed in classrooms, please do not eat food or bring other drinks into classrooms.

5.13 Recycling Water And Study Areas

At Murdoch Institute of Technology we are committed to reducing our environmental impact by recycling and conserving water and energy. You can make your contribution to the environment by following these simple rules:

- utilise the recycling bins* placed around the School
- shut down your computer when you are finished
- ensure you print and photocopy double-sided
- turn off lights when they are not needed i.e. when leaving a classroom, toilets, etc
- be careful not to waste water

*If you are unsure about what items can be recycled or how to use the recycle bins, please ask a staff member - we are more than happy to assist.

06 Health and Safety

6.1 General Health and Safety

Students on campus at Murdoch Institute of Technology who experience a problem which is an emergency should tell a staff member immediately.

Students anywhere in Australia who experience a problem which is absolutely life threatening (e.g. someone is very badly hurt), then call:

000 - life threatening emergency

112 - From mobile phones, even if locked

For other non-urgent police assistance such as reporting a missing person or lost property, making a complaint, making general police related enquires and reporting a crime such as property theft, contact the local police station or call:

WA Police 131 444

6.2 Safety on Campus

Students should be aware of their personal safety and security and take good care of themselves and their belongings. Students should avoid walking alone at night and remember not to leave valuables unattended. Always make sure that someone knows where you are and if possible always carry a mobile phone.

The Murdoch University Security Services team are available 24 hours a day, 7 days a week. Services include patrols of the campus and escort services. Emergency telephone call points are situated across campus. These are located either on walls or stand-alone units throughout the University and connect you directly to Security Services via a single button in an emergency. The call buttons are easily recognisable by their red and white chequered band with 'Emergency Call Point' printed in red.

These are also shown on all campus maps, please familiarise yourself with their locations. Security can also be contacted on 9360 6262.

6.3 Health

Students are encouraged to report any special health needs or conditions they may have which are likely to affect their learning or well-being while at the School. In the event that a student may need emergency medical attention, ask MIT Student Services the contact details of a local medical centre or hospital.

Students who are unwell during class time should see a member of MIT administrative staff who can provide details of local medical centres and hospitals.

Overseas student health cover (OSHC) is health insurance that provides cover for the costs of:

- Out of hospital medical treatment
- In hospital medical treatment
- Prescription medicines
- Emergency ambulance assistance

For international students a claim form along with the doctor's bill needs to be submitted to OSHC for a refund.

An OSHC service is located at the Murdoch University Student Centre, and is open Monday 1-4pm, Wednesday 12.30-3.30pm, and Friday 9.30-11.30am.

For more information, contact details for OSHC are:

Telephone 13 67 42 (Member services and General Enquiries)

Telephone 1800 651 349 (Claims)

Telephone 1800 814 781 (24 hour emergency helpline)

The postal address is

OSHC Worldcare
Locked Bag 3001
Toowong QLD 4066

Website: www.oshcworldcare.com.au

6.4 Professional Counsellors

A professional counsellor can help students with personal problems which may be more serious, such as depression, severe homesickness and relationship problems. Caladenia Counselling is an affordable service on campus that is available to all of our students and the wider public, catering to clients of all ages and nationalities. For more information call 9360 7848.

Alternatively, you are also able to contact our Student Support Officer to discuss any personal issues you may be experiencing, and if necessary, you may be referred to counselling services.

For urgent counselling contact: Lifeline Australia on 13 11 14 or Kids Helpline (8-25 age group) 1800 55 1800.

6.5 Dentist

Please see Student Services for a list of local dental practices near to your home or campus. Domestic and international students who have elected to pay for extra health cover will be able to claim a certain percentage back for dental treatment. Please check the conditions of your insurance to find out how much you can claim.

06 Health and Safety

6.6 Critical Incidents

All critical incidents at the School must be reported to a member of the Murdoch Institute of Technology staff immediately. The staff member will consult with a senior staff member to decide what course of action to take. Critical incidents will be recorded and kept on file in the Student Services Manager's office.

Critical incidents are those that are so unusual or the sights and sounds so distressing that they produce a high level of emotional reaction that may be immediate or delayed. The following events are defined as critical incidents: a robbery, sexual assault or abuse, violence or threats of violence, serious injury or death, a natural disaster or a bomb threat.

If a critical incident occurs, the staff at Murdoch Institute of Technology will provide support to the students affected and will organise other professionals or departments to be involved when necessary, for example, the police, counselling service, doctors or paramedics.

Students will be asked to nominate an emergency contact during registration. The School will contact this person if there is an emergency involving the student. Students must inform the School if their emergency contact details change.

6.7 Fire and Emergency

It is the responsibility of everyone at the School to follow these guidelines in the event of an emergency:

- assist anybody in immediate danger
- raise the alarm
- follow your teacher's instructions
- follow designated escape routes and fire exits
- evacuate to the designated assembly area
- remain clear of danger area
- remain at the designated assembly area
- await further instruction from School staff.

6.8 Accidents

In the event of an accident contact your School office immediately on the following number:

Murdoch Institute of Technology – 9360 1700

A first aid kit is held in the administration office. A number of School staff possess first aid certificates.

6.9 Illness

Report any major illness to a lecturer or the School administration. If students require help or if another student needs help report it immediately to administrative staff at Murdoch Institute of Technology.

6.10 Smoking

Students are asked to observe the university policy of no smoking on campus. All buildings in Australia are smoke-free zones, including toilets and fire stairs. Smoking is not a condoned practice but should you wish to smoke, you need to do so away from buildings, ensuring all cigarette butts are placed in a bin. All drugs and alcohol are strictly prohibited.

6.11 Lost Property

The School cannot be responsible for the safety of a student's possessions while they are at School. Therefore, they should be very careful with personal belongings, particularly wallets, laptop computers, mobile telephones, iPods, USB sticks and organisers. The School recommends students insure valuable items.

Never leave bags unattended while at School. If you are worried about the safety of a valuable item, please give it to administration for safekeeping.

6.12 Legal Advice

Information and advice on legal matters can be obtained from the following sources:

Citizens Advice Bureau: 08 9221 5711

Law Society of WA: 9322 7877

Legal Aid Commission of WA: 1300 650 579

Multicultural Services Centre WA: 9328 2699

To determine which service is most appropriate to your legal concern, please contact the Student Support Officer.

07 Student Living, Welfare and Support

7.1 Adjustment to a New Environment

All the staff at Murdoch Institute of Technology wish to make a student's time as fulfilling, enjoyable and successful as possible. Support is always available and we understand that it may take some time for international students to culturally adjust to this new environment but we are more than willing to share our knowledge of Australian customs and culture with you. Any questions are welcomed.

7.2 Student Services

Student Services can assist students with accommodation, overseas student health care and orientation, in addition to distributing information, general student assistance and the organisation of student activities.

During orientation, students will be provided with information regarding the following:

- student support services
- legal services
- emergency and health services
- complaints and appeals processes
- course progress and attendance

The Student Services staff also work toward ensuring the happiness of all students in their accommodation situations through constant management.

Always feel free to contact them for help, information or advice – their door is always open. Any questions are welcomed.

7.3 Social Activities

Murdoch Institute of Technology organises a variety of social and cultural activities for students outside of class time. Some activities are free, while others require a payment.

Every student at Murdoch Institute of Technology is more than welcome to participate but the activities are not compulsory. It is entirely up to you to decide whether you wish to participate in these or not.

7.4 Study Skills Program

MIT's experience tells us that many students need help with their studies throughout the year. Our Academic Coordinators and Student Support Officer are available to help students with the following:

- writing and editing assignments
- understanding assignment questions
- time management and other study skills
- general English language assistance

- motivation and commitment to study
- general student support if you have any other problems.

7.5 FEE-HELP

FEE-HELP is available for Australian citizens and permanent humanitarian visa holders.

Murdoch Institute of Technology has been approved as a Higher Education Provider (HEP) under Section 16-50(1)(b) of the Higher Education Support Act 2003 (HESA) enabling students enrolled in Diploma courses to apply for FEE-HELP.

The Australian Government pays the student's tuition fees to the Higher Education Provider on behalf of the student, and the student begins to repay their FEE-HELP debt to the Australian Government once their income reaches the repayment threshold. For more information refer to www.goingtouni.gov.au

A loan fee of 25% applies to FEE-HELP loans for all undergraduate courses, effective January 1, 2011. Please refer to the following Commonwealth Government website: www.studyassist.gov.au for further information regarding FEE-HELP.

If you wish to withdraw from a subject of study you must do so before the census date. You will incur a FEE-HELP debt for all subjects of study in which you are enrolled after the census date. You will need to see the Student Services Manager if you wish to withdraw and fill out a subject withdrawal form.

7.6 Student Concerns and Feedback

If you need help:

- the School staff will try their best to help students with any problem
- if the problem is still unresolved the student is able to speak with an outside person
- if necessary a student may request an interpreter
- student issues will remain confidential and private with the person spoken with, whenever and wherever possible
- the staff member spoken to will advise the student of the next step in resolving their issue.

7.6 Student Concerns and Feedback (cont.)

If you need to talk to someone:

Changing your class

Speak to a Student Administration Officer. Each class has been developed to meet student needs and requirements so we want to hear from students if there are any problems.

Assessment of your work

- Speak to the teacher who marked the work. Teachers are happy to discuss assessments with students.
- Alternatively you could speak to an Academic Coordinator

07 Student living, Welfare and Support

7.6 Student Concerns and Feedback (cont.)

If you need to talk to someone:

Accommodation

Speak to the Student Support Officer.

Fees and refunds

Refer to the Murdoch Institute of Technology Refund policy or speak to the Student Records Officer at your campus.

Visas and visa renewal

Contact the Department of Immigration and Border Protection (DIBP) www.immi.gov.au or speak to your agent.

Absence or lateness

Contact the School's administration on the campus number: Murdoch Institute of Technology: 9360 1700

7.7 How to be a Successful Student

The following skills will help you in life as well as in study.

Successful students:

- know the type of career they are aiming for or can clearly identify some career directions and goals
- engage in the learning process as fully as possible
- understand their own learning style and that there are different approaches to learning
- understand that being an independent learner is very important
- understand and utilise the required reading material
- become familiar with School expectations
- act on feedback
- participate in group discussions and projects
- engage in a broad range of activities

Successful students also:

- spend time selecting the right course of study
- seek help when required
- complete projects on time
- make friends
- have realistic expectations
- have the courage to ask questions about things they don't understand
- manage the balance of time effectively between study and leisure
- have appropriate and comfortable accommodation arrangements.

7.8 Study Checklist

We know that studying can be hard work, which is why it is important to try and be organised. We want to make it as easy as possible to adapt to life and studies here at MIT and for you to fulfill your academic goals so here are some helpful tips on how to study effectively.

- Study harder subjects first, when you're most alert and focused.
- Have a specific time of the day for studying, and make it the same time every day – treat study like a job.
- Make sure you do the required readings for each class (e.g. chapters of your text book).
- Make notes while you read. Look up definitions. Highlight points you don't understand so you can ask the teacher for extra help in class.
- If you have been set practice questions DO THEM!
- Take notes during your lecture/class.
- If you don't understand a concept or idea in class make an appointment at the end of class to meet with your teacher in their consultation times to go over what you didn't understand. The longer you leave it the less you will understand and you fall further behind.
- Re-write your lecture notes in more detail after class.
- Skim read back over the required readings – this can help to increase your understanding of the concepts and ideas you just learnt.
- Each unit will cover different topics. Once a topic is completed don't forget about it. It may be in the exam at the end of trimester. Make a two page summary of the topic (include definitions, important concepts or ideas) and keep reading it every week. Every now and then try and go through what extra information you know about the topic. If you can't add anything further to your summary it means you need to re-read the text book or work book covering that topic. This is great exam preparation and means you have less to study when it comes to exams.
- Quiz yourself over and over from your notes on a regular basis.
- Self-test on a regular basis. Discover what you know and what you don't know before you take a test when you can still do something about it. Do not wait until you get a test back to find out what you have and have not learned. Discover how many times you have to self-test in order to recall all of the details from memory by looking only at the main ideas.
- When you learn something new try explaining it to someone who doesn't know anything about what you are studying. Chances are if they understand your explanation it means you understand what you are talking about. If they don't understand it's a sign you need to do some more work on that topic.

Student living, Welfare and Support

- Show draft assignments and essays to your teacher. Get feedback on your progress to make sure you are on the right track.
- When it’s closer to a test or your exams check your study plan with your teacher. Explain to your teacher what you are studying to make sure you are studying effectively.

If you would like extra information on how to manage your time so you can study more effectively or on how to memorise information or about how to answer multiple choice questions please contact the Student Support Officer.

7.9 Time Management – Weekly Planner

A weekly planner allows you to keep track of your different responsibilities, and schedule your time appropriately to meet those responsibilities, including your study. **It is important to remember that most of the time that you will require for your studies will occur outside of classes.** Follow these steps to use your weekly planner effectively:

1. Think about all of the different things that require your time or attention during a week, such as:

- MIT Classes
- Paid or Voluntary Work
- Shopping
- Library
- Socialising
- Gardening
- Hobbies
- Study time
- Travel time
- Sports
- House work
- Sleeping
- TV
- Exercise

2. Put essential and non-flexible commitments into your planner first (e.g. classes, work shifts, family and sporting commitments etc). Make sure that you are realistic about how much time you allocate for these activities, taking into account travel time, how long it takes to get ready and so on.

For example:

- You know that it takes 30 minutes to travel to MIT. Make sure you include this time allowance in your planner.
- You have a 60 minute dentist appointment and you know it takes 20 minutes to get there, 20 minutes to get home and at least 10 minutes either side to get ready. Make sure you block out an appropriate amount of time (about 2 hours) in your planner.

3. Once you have scheduled in all of your ‘must-do’ commitments, you will see how much time you have left to do your MIT work. Think about a full time study load as equivalent to a full time job, that is, about 37-40 hours a week. This includes class time, reading, assignment prep etc. This is the amount of time for study that you should be thinking about until you know how much actual time you need for your course. Some units or courses demand more time than others.

4. Work out when you study best during the day and the week. This is when you should tackle your more demanding units, assignments, practice etc. Identify other times that are good for less challenging activities like going to the library to find books and journals, photocopying etc. Schedule these activities into your weekly planner so that you can clearly see what time is allocated to what study task.

Sample Weekly Planner

TIME/ DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7AM	Travel to uni	Travel to work	Study Economics at home	Skype with mum	Travel to uni	Study Accounting	
8AM	Maths class	Work at café	Study Economics at home	Go to gym	Management Class	Study Accounting	Travel to uni
9AM	Maths class	Work at café	Study Economics at home	Gym class	Management Class	Study Accounting	Study at library
10AM	Maths class	Work at café	Break - relax!		Management Class		Study at library
11AM		Work at café	Break - relax!			Travel to work	Study at library
12PM	Travel to work		Travel to uni		Consultation	Work at café	
1PM	Work at café		Economics class	Travel to uni	Accounting Class	Work at café	Work on assessment
2PM	Work at café	Go to gym	Economics class	Consultation with teacher	Accounting Class	Work at café	Work on assessment
3PM	Work at café	Gym class	Economics class	Study Management - library	Accounting Class	Work at café	Work on assessment
4PM	Work at café			Study Management - library		Work at café	Gym class
5PM	Work at café		Food shopping	Study Management - library			Gym class
6PM	Free time	See A Movie	Food shopping	Free time			
7PM		See A Movie					

07 Student living, Welfare and Support

7.9 Time Management – Weekly Planner (cont.)

5. Remember that it is generally not possible to fit in all the things we would like to do in a week. You will need to prioritise what you need to do in order to ensure that you have enough time to make it happen.
6. Make sure that you schedule in some relaxation or down time into your schedule. Not every cell in your planner needs to be allocated to an activity.
7. If you cannot fit all of your ‘commitments’ into your planner then you will need to re-think how much you have taken on and make changes as appropriate.
8. Be realistic about how you are allocating your time. For example, if you know that you cannot concentrate when you are tired, do not schedule a regular study session after a long day of work/MIT/family commitments.
9. Some people like to have very fixed schedules while others like a more flexible approach. Whatever your preference ensure that you have regular blocks of study time. Depending on the nature of your commitments it may be necessary to review your planner every week to account for changing shifts etc. If this is the case allocate some time each week to prepare your planner for the coming week.
10. A weekly planner is only useful if you follow it. Once you have put it together make sure that you put it somewhere where you can easily, and frequently, refer to it.

7.10 Time Management – Trimester Planning

A trimester plan is a record of important dates for the trimester related to your study. It allows you to keep track of what pieces of assessment are due and how much they are worth at one glance. It can help you to manage your time more effectively by allowing you to identify your peak study load times so that you can make sure that you have plenty of time to get all your assignments done and you know when your tests and assessments are due. Follow these steps to use your trimester planner effectively:

1. Write the date that each week of the trimester commences. Include any study breaks that occur.
2. At the start of each trimester you will be given an outline for each of your classes which should detail what pieces of assessment are required for that class. Write the exact dates that they are due. See the example below.
3. Make sure each unit adds up to 100%, including exams. Note whether or not you must pass the exam to pass the unit. Units also allocate marks to participation and attendance – be aware if any of your units do.
4. From this overview you can see when your busy times are going to be. Use this information to determine when you will begin work on a piece of assessment. For example, with five pieces of assessment due within a three week period (10-12) it would be sensible for this student to plan to begin work on some, or all, of these pieces of assessment several weeks before they are due. These start dates can be marked on the planner.
5. Knowing how much each piece of assessment is worth will help you to determine how much time to spend on it. For example, it doesn’t make sense to allocate three weeks to prepare an assignment worth 20% and only one week to prepare a major project worth 60%.
6. List other important dates and activities on your trimester planner. If there are important events coming up (e.g. a wedding, family visit) put these into your planner. This helps help you identify if you have assessment due around that same time so you to plan to start it earlier.
7. Once you have completed your trimester planner put it somewhere where you can see it easily (e.g.. above your regular study area, taped to the front of your main study folder). It’s of no use to you if it’s hidden under a pile of papers or tucked into the back of a diary.
8. Refer to it frequently so that no piece of assessment just ‘sneaks up’ on you.

DATE														
WEEK	1	2	3	4	5	6	7	8	9	10	11	12	13	EXAMS
Unit A				Ass 20% 25th						Ass 20% 13th				Exam 60% Pass
Unit B					Test 20% 31st					Test 20% 12th		Project 60% 27th		N/A
Unit C			Essay 30% 18th								Essay 30% 20th			Exam 40% Pass
Unit D							Test 10% 13th					Asses 50% 27th		Exam 40% Pass

Student living, Welfare and Support

7.11 Teaching Consultation Hours

All MIT teachers have an additional two hours a week outside of normal class time where they are available to meet with students and provide them with extra help and support. If you are having trouble understanding course content or need extra help in a unit you are studying, please speak with your teacher about meeting them during their out of class consultation hours. This is a valuable resource and one which students should take advantage of!

7.12 Special Consideration

MIT will give special consideration to a student who through events such as illness, bereavement or personal trauma they are prevented from completing an assessment or sitting an examination; or if they believe their performance in an assessment event has been affected by the event. If you believe this applies to you at any time during your studies with MIT please see the relevant Academic Coordinator.

7.13 Access and Equity Principles

MIT strives to provide its current and future students with conditions of access to and participation in an education that enables them to have an equal opportunity to succeed and to study and learn. MIT does not discriminate against people on the basis of age, race, colour, religion, ancestry, national origin, age, gender, sexual orientation, marital status, veteran status or physical or intellectual disability. MIT wishes to provide a learning environment which is free from discrimination, harassment and victimisation. MIT follows the principles set out under the Disability Discrimination Act 1992 (Cth) and the Disability Standards for Education (2005). It is also bound by other state and federal legislation relating to other forms of discrimination, including age, sex, and race. If at any time a student feels they are not being treated in a fair or equitable way by MIT or other students please discuss the matter with the Student Support Officer.

7.14 Students With Special Needs or Circumstances or Disabilities

If you are a student who has special needs or circumstances or if you have a disability please discuss your requirements with our Student Support Officer. You may be entitled to extra help and support to assist you with your studies. Any student at MIT with identified needs are consulted in relation to their study requirements and support throughout their studies. MIT's curriculum and course design is flexible and is inclusive of a range of student needs. MIT will provide reasonable accommodation within the classroom for students with special needs through a range of services such as reasonable adjustment, special consideration, and physical access to premises. Adaptive technology may also be investigated, developed and made available where possible.

Support is provided for students with a range of needs. MIT will provide reasonable adjustment for students where required. Reasonable adjustment is the process used to ensure that a student with documented special needs is still able to attempt the assessment requirements of a subject by modifying or adjusting the assessment without lessening the quality or demand of the assessment.

Adjustments/assistance students receive (without compromising the academic integrity of the course) will be based on the documentation provided and discussions with the student and staff. Reasonable adjustment may include:

- the use of adaptive technology or equipment e.g. seating, PC
- alternative methods of assessment e.g. oral assessment
- individual conditions of assessment e.g. seating arrangements, toilet/rest/exercise
- breaks, bite sized food/drink
- large print materials and/or coloured exam paper
- scribes up to 10 minutes per hour additional time, or
- additional time during an examination for resting/writing up to 10 minutes per hour.

08 Program Information

8.1 General English

GENERAL ENGLISH	
Program Length	5+ weeks Shorter by request. Allow 10 weeks per level
Hours of Tuition	23 hours per week
Levels*	Elementary Pre-intermediate Intermediate * Higher level classes on demand
Class Size	Average 15
Minimum Age	16 Years
Intake Dates	2017 Jan 9, Feb 13, Mar 20, Apr 24, May 29, Jul 3, Aug 7, Sep 11, Oct 16, Nov 20 2018 Jan 8
Pathway	Students must successfully complete General English to an intermediate level to enter English for Academic Purposes

8.2 English for Academic Purposes

ENGLISH FOR ACADEMIC PURPOSES	
Program Length	10 weeks
Hours of Tuition	23 hours per week
Minimum entry requirements into EAP pathways	MUPC IELTS 4.5* Diploma IELTS 5.0 Murdoch University Undergraduate IELTS 5.5 Murdoch University Postgraduate IELTS 5.5 - 6.5 depending on the program
Class Size	Average 15
Minimum Age	16 Years
Intake Dates	EAP 1, 2017 Mar 20, Jul 3, Oct 16 2018 Mar 19 EAP 2, 2017 Apr 24, Nov 20 2018 Apr 23
Pathway	Achieve EAP 60+% and upon satisfying any university prerequisites, progress to undergraduate or postgraduate studies at Murdoch University

General English and English for Academic Purposes Sample Timetable

TIME/PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 - 10:30	Period 1	Period 1	Period 1	Period 1	Period 1
10:30 - 11:00	<i>Recess</i>	<i>Recess</i>	<i>Recess</i>	<i>Recess</i>	<i>Recess</i>
11:00 - 12:30	Period 2	Period 2	Period 2	Period 2	Period 2
12:30 - 1:15	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
1:15 - 2:15	Period 3	Period 3	Period 3	Period 3	Self-Study
2:15 - 3:15	Period 4	Period 4	Period 4	Period 4	

*MUPC 3 requires a higher English level. Please check with MIT at the time of application.

Program Information

8.3 Murdoch University Preparation Course

MURDOCH UNIVERSITY PREPARATION COURSE	
Program Length	1-3 trimesters (depending on academic transcript) (15 weeks per trimester)
Structure	6 subjects 3 core subjects + 3 elective subjects
	4 subjects 2 core subjects + 2 elective subjects
	3 subjects 1 core subject + 2 elective subjects
Hours of Tuition	Nine hours per subject per week
Class Size	Average 20-25
Minimum Age	16 Years
Intake Dates	2017 Feb 13, Jun 12, Oct 2 2018 Feb 19

Core Subjects

- Communications I
- Information Technology I
- Mathematics and Statistics I*

Recommended Elective Subjects

BUSINESS

- Accounting
- Economics
- Introductory Law
- Management
- Marketing
- Language for Study

COMMUNICATION AND MEDIA STUDIES

- Communications II
- Introductory Law
- Language for Study

INFORMATION TECHNOLOGY

- Communications II
- Mathematics and Statistics II
- Language for Study

SCIENCE

- Chemistry
- Human biology
- Physics
- Mathematics and Statistics II
- Language for Study

MUPC Sample Timetable

TIME/PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30AM - 9:30AM	Physics		Communications I	Mathematics & Statistics I	Mathematics & Statistics I
9:30AM - 10:30AM					
10:30AM - 11:30AM	Mathematics & Statistics I	Physics	Physics		
11:30AM - 12:30PM					
12:30PM - 1:30PM					
1:30PM - 2:30PM	Mathematics & Statistics I	Communications I		Communications I	Physics
2:30PM - 3:30PM	Communications I		Language for Study		
3:30PM - 4:30PM		Mathematics and Statistics I			
4:30PM - 5:30PM					

*This unit may be a core unit depending on degree destination

08 Program Information

8.4 Diploma of Business*

DIPLOMA OF BUSINESS*	
Program length	2-3 trimesters (15 weeks per trimester)
Structure	8 units 6 core units +2 elective units
Hours of tuition	4 hours per unit per week
Tutorial Size	Average 15, maximum 25
Minimum Age	17 years
Intake Dates	2017 Feb 13, Jun 12, Oct 2 2018 Feb 19

UNITS

- Academic Skills for Business
- Transforming Business
- Foundations of Management & Governance
- Foundational Mathematics for Business
- Foundations of Economics
- Foundations of Accounting
- Foundations of Business Law
- Foundations of Marketing
- Introduction to International Politics
- Introduction to Tourism Systems

View full details online at www.murdoch.edu.au

THE OPTIONS

Successful completion will satisfy entry requirements for progression to Year 2 of a Bachelor of Business, with a choice of major in the following:

- Accounting
- Banking
- Business Law
- Economics[†]
- Finance
- Hospitality and Tourism Management
- Human Resources Management
- International Business
- Management
- Marketing

THE CAREER OPPORTUNITIES

- Financial Representative
- Marketing Manager
- Supply Chain Analyst
- Hotel Manager
- Economist
- Accountant

8.5 Diploma of Communication and Media Studies*

DIPLOMA OF COMMUNICATION AND MEDIA STUDIES*	
Program length	2-3 trimesters (15 weeks per trimester)
Structure	8 units 2 core units + 6 elective units
Hours of tuition	4 hours per unit per week
Tutorial Size	Average 15, maximum 25
Minimum Age	17 years
Intake Dates	2017 Feb 13, Jun 12, Oct 2 2018 Feb 19

UNITS

- Academic Learning Skills
- Ideas & Identity
- Introduction to Media Studies
- Introduction to Communication
- Contemporary Culture
- Introduction to Digital Media Skills
- Introduction to Journalism
- Introduction to Public Relations

View full details online at www.murdoch.edu.au

THE OPTIONS

Successful completion will satisfy entry requirements for progression to Year 2 of a bachelor of Arts, with a choice of major in the following:

- Communication and Media Studies
- Journalism
- Public Relations[†]

THE CAREER OPPORTUNITIES

- Fundraiser or Event Manager
- Advertising Account Manager
- Public Relations Consultant
- TV or Radio Program Manager
- Media Planner or buyer
- Corporate Communications Manager

These are just examples of the many different careers that might be available to students who graduate from a related degree at Murdoch University.

*Please note that not every unit in the Diploma runs in every trimester. Where there is an elective subject, students may choose from the available subjects.

[†]Majors requiring additional units to be taken at Murdoch University

Program Information

8.6 Diploma of Information and Communication Technology*

DIPLOMA OF INFORMATION & COMMUNICATION TECHNOLOGY*

Program length	2-3 trimesters (15 weeks per trimester)
Structure	8 units 7 core units +1 elective unit
Hours of tuition	4 hours per unit per week
Tutorial Size	Average 15, maximum 25
Minimum Age	17 years
Intake Dates	2017 Feb 13, Jun 12, Oct 2 2018 Feb 19

UNITS

- Academic Skills for Business
- Foundations of Programming
- Foundations of Discrete Mathematics
- Foundations of Data Communications
- Foundations of Computer Systems
- Principles of Computer Science
- Introduction to Information Systems
- Plus one unit of study from any of our other Diplomas (subject to availability).

View full details online at www.murdoch.edu.au

THE OPTIONS

Successful completion will satisfy entry requirements for progression to Year 2 of a Bachelor of Science, with a choice of major in the following:

- Business Information Systems
- Computer Science
- Cyber Forensics and Information Security
- Games Technology
- Internetworking[†]
- Mobile and Web Application Development
- Games Software Design and Production

THE CAREER OPPORTUNITIES

- Business Analyst
- Systems or Security Analyst
- IT Security Manager
- Game Programmer
- Web Designer

These are just examples of the many different careers that might be available to students who graduate from a related degree at Murdoch University.

Please note – Completed units may vary. Individual guidance on unit selection will be supplied to ensure the completed MIT diploma meets the core unit requirements of your intended major(s) at the University.

08 Program Information

8.7 Diploma Sample Timetable

TIME/PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am - 9:30am	Lecture Subject #1		Tutorial Subject #2		Tutorial Subject #3
9:30am - 10:30am					
10:30am - 11:30am		Lecture Subject #3		Tutorial Subject #4	
11:30am - 12:30pm					
12:30pm - 1:30pm	Common Hour Lunch Break				
1:30pm - 2:30pm	Lecture Subject #2	Lecture Subject #4			
2:30pm - 3:30pm					
3:30pm - 4:30pm			Tutorial Subject #1		
4:30pm - 5:30pm					

Please note this is an example timetable only. Individual timetables may differ according to units available each trimester.

09 Policies and Forms

9.1 Policies and Forms

All MIT policies and forms can be found on the MIT website:

www.murdochinstitute.wa.edu.au/about-us/mit-policies/

We strongly suggest that students familiarise themselves with these policies.

Kaplan

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ABN 85 124 217 670 trading as Murdoch
Institute of Technology CRICOS Provider
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School's website (PDF download) and
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Handbook enquiries:

For any enquiries relating to the
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