

STUDENT GUIDE

MURDOCH INSTITUTE OF TECHNOLOGY

MURDOCHINSTITUTE.WA.EDU.AU



**YOUR ON-CAMPUS
PATHWAY TO
MURDOCH UNIVERSITY**



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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.

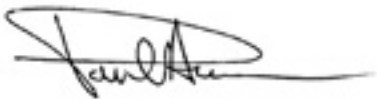
During the year, events may be planned by the Student Support Officer or the Murdoch University Guild, and we encourage every student to get involved – it is a great way to make new friends! You can keep in touch with your friends and keep up to date with what is happening on campus by liking us on Facebook 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 units 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.

Yours sincerely,



Paul Aucoin

Murdoch Institute of Technology
College Director

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:

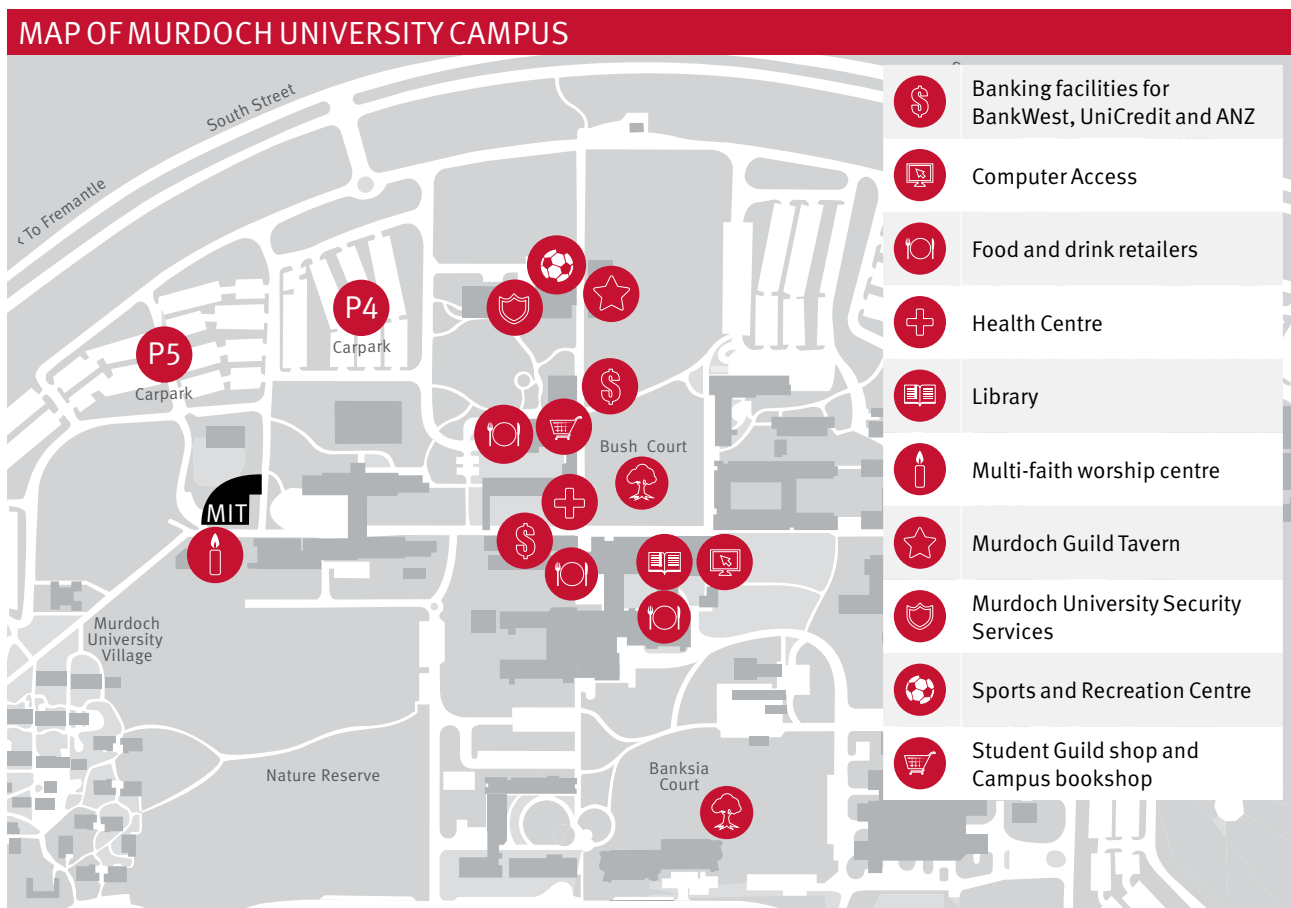
- **Integrity:** We hold ourselves to the highest ethical standards in everything we do
- **Knowledge:** We offer expert resources to help you achieve your academic and career best
- **Support:** We give you the tools you need to succeed
- **Opportunity:** We open doors and broaden access to education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

1.2 History

Murdoch Institute of Technology 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



02 Your Services

2.1 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

2.2 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.

2.3 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.

2.4 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.

2.5 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.

2.6 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.

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.

02 Your Services

2.7 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.

2.8 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.

2.9 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.

2.10 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, only in the areas nominated on campus. All cigarette butts must be placed in bins provided. All drugs and alcohol are strictly prohibited.

2.11 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.

2.12 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.

03 Your Important Dates

3.1 Trimester Dates MUPC/Diploma

TRIMESTER 1	
Orientation & Registration (new students)	18 February
Registration (continuing students)	19 February (no classes on 18 February)
Teaching Commences	19 February
Registration deadline (new students)	1 March (end of Week 2) **
Registration deadline (continuing students)	22 February (end of Week 1) **
Last date to change unit selection	28 February (Thursday, Week 2)
Census date (last day to withdraw without academic penalty)	11 March (Monday, Week 4)
Exam Period	20 May–31 May (Weeks 14 & 15)
Trimester Ends	31 May

TRIMESTER 2	
Orientation & Registration (new students)	17 June
Registration (continuing students)	18 June (no classes on 17 June)
Teaching Commences	18 June
Registration deadline (new students)	28 June (end of Week 2)**
Registration deadline (continuing students)	21 June (end of Week 1) **
Last date to change unit selection	27 June (Thursday, Week 2)
Census date (last day to withdraw without academic penalty)	8 July (Monday, Week 4)
Exam Period	16 September–27 September (Weeks 14 & 15) The exam timetable is released by week 11
Trimester Ends	19 September

TRIMESTER 3	
Orientation & Registration (new students)	14 October
Registration (continuing students)	15 October (no classes on 14 October)
Teaching Commences	15 October
Registration deadline (new students)	25 October (end of week 2)**
Registration deadline (continuing students)	18 October (end of week 1)**
Last date to change unit selection	24 October (Thursday, week 2)
Census date (last day to withdraw without academic penalty)	4 November (Monday, Week 4)
Exam Period	15 January to 26 January (Weeks 14 & 15) The exam timetable is released by week 11
Trimester Ends	19 January 2019

3.2 Trimester Dates Murdoch Language Centre

ENGLISH FOR ACADEMIC PURPOSES 1A

Orientation	18 March
Course Commences	18 March
Course Ends	24 May

ENGLISH FOR ACADEMIC PURPOSES 2A

Orientation	22 April
Course Commences	22 April
Course Ends	28 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

03 Your Important Dates

ENGLISH FOR ACADEMIC PURPOSES 1B

Orientation	1 July
Course Commences	1 July
Census date (last day to withdraw without academic penalty)	3 August
Course Ends	6 September 2019

ENGLISH FOR ACADEMIC PURPOSES 2C

Orientation	18 November
Course Commences	18 November
Census date (last day to withdraw without academic penalty)	30 November
Course Ends	2 February 2020

ENGLISH FOR ACADEMIC PURPOSES 1C

Orientation	18 November
Course Commences	18 November
Census date (last day to withdraw without academic penalty)	30 November
Course Ends	2 February 2020

GENERAL ENGLISH INTAKE DATES (EVERY 5 WEEKS)

Course Commences	January 7
	February 11
	March 18
	April 22
	May 27
	July 1
	August 5
	September 9
	October 14
	November 18

ENGLISH FOR ACADEMIC PURPOSES 2B

Orientation	26 August
Course Commences	2 August
Census date (last day to withdraw without academic penalty)	30 November
Course Ends	1 November

3.3 State holidays in Western Australia 2019

NATIONAL

Australia day	January 28
Labour day	March 4
Good Friday	April 19
Easter Monday	April 22
ANZAC day	April 25
Western Australia Day	June 3
Queen's Birthday	September 30
Christmas day	December 25
Boxing day	December 26

03 Your Important Dates

3.5 Academic Calendar 2020

'O' = Orientation

2020	PUBLIC HOLIDAYS	GENERAL ENGLISH	ENGLISH FOR ACADEMIC PURPOSES		MUPC (Week No.)	DIPLOMA (Week No.)	MURDOCH UNIVERSITY SEMESTER (WEEK NO.)
			1	2			
30 Dec - 3 Jan	1 - New Year's Day	BREAK	6	6	11	11	
6 - 10 Jan		GE Intake	7	7	12	12	
13 - 17 Jan			8	8	13	13	
20 - 24 Jan	(25 Jan CNY)		9	9	14/Exams	14/Exams	
27 - 31 Jan	27 - Australia Day		10/Exams	10/Exams	15/Exams	15/Exams	
3 - 7 Feb					BREAK	BREAK	

04 General Information

4.1 Requirements to Achieve Qualification

To receive an award, students are required to successfully complete all units of study in the qualification (course) they are enrolled in. Refer to the course structures detailed on the MIT website at www.murdochinstitute.wa.edu.au in the “Study” section for specific course completion requirements.

4.2 Registration

Continuing students may be emailed their timetable before class starts as long as payment for units has been received. On the registration date specified in the academic calendar (Section 3), students must collect and sign for their unit timetable in person from reception on campus at MIT. Please note that fees must be paid in order to register.

4.3 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.

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 Home Affairs)

Refunds

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

4.4 Variation of Registration

Cancellation of registration by student

Students wishing to cancel their registration in a particular course 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 unit 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.

04 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 Suspension/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 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.

Application for RPL must be made before commencement of the course. To do this, students must submit evidence that demonstrates they have already met the requirements of the unit 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 unit can be obtained via study with approved higher education providers. Relevant work experience at the appropriate level may also be included.

4.5 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 unit of study you must do so before the census date. You will incur a FEE-HELP debt for all units 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.

05 Your Course

5.1 Contact Time

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

COURSE	CONTACT HOURS / WEEK	SUGGESTED PRIVATE STUDY
General English	23	2
EAP	23	2
MUPC	9 contact hours per week	4 per unit
Diploma	4-5 per unit	4-5 per unit
Foundation Studies	7 hours (Elective) 8 (Core)	4 hours per unit

5.2 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 unit 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

5.3 Assessment

Assessment is an integral part of the learning process at MIT. Assessments are conducted throughout the study period and most units in MUPC and Diploma include a final exam. Refer to the unit 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.

5.4 Pass Requirements

Unless otherwise specified in the unit guide, students must achieve a combined result from all assessment items of at least 50% in order to pass the unit. Students who receive less than 50% in any assessment item may continue in the subject and still pass the unit, 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 unit in class. Assessments will generally be held in scheduled class times unless otherwise indicated by your teacher.

05 Your Course

5.5 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	

5.6 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.

5.7 Submission of Assessments

Assessments must be received by the due dates specified in the Assessment table of your unit 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.

5.8 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.

5.9 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

05 Your Course

each individual. Lateness is recorded and calculated as non-attendance.

Teachers record the number of minutes a student is absent from the classroom and this is recorded and reported to the Department of Home Affairs 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 unit 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 3 of this handbook.

5.10 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.

06 Your School Resources and Facilities

6.1 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).

6.2 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.

6.3 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 murdoch.edu.au/Campus-and-Facilities-Management-Office/Our-services/Parking-on-campus/Parking-permits-and-fees/

6.4 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 www.murdochguild.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.murdoch.edu.au/Murdoch-Sports/Health-and-Fitness. Remember you will need to show your Murdoch University student card when accessing any facilities.

6.5 Student Learning Centre

Sessions may include English language, IT, Maths and soft study skills. Free Workshops run Tuesday - Friday 12:30pm - 1:30pm. There are two English Language sessions incorporated here, plus IT skills and soft study skills,

6.6 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.

6.7 Student Support Officer

Student Support Officer access is an appointment based, confidential service based on individualised case management. At the initial appointment a Student Support Officer will establish a tailored action plan to determine strategies to overcome barriers to success. Action plans typically involve referrals to a range of services, staff within the School as well as traditional specialist services such as Equity, Counselling, Student Health Service etc. and if required external agencies.

Student Support work closely with both Domestic and International students to provide a range of advice that focuses on:

- Study load management
- Alternative enrolment options dependent on the students' personal situation
- Providing access to specialised services

In supporting International students, the Support team provides:

- Enrolment load monitoring
- Advice regarding student visas and associated processes

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

06 School Resources and Facilities

- Confirmation of Enrolment (COE) variations
- Department of Home Affairs reporting ramifications.

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

info@murdochinstitute.wa.edu.au

6.8 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 units 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 units 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 MIT Reception if they have any questions or issues regarding the student portal.

6.9 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. Unit outlines will also specify the textbooks and equipment required.

6.10 Library

Murdoch University has a large library on campus. The library catalogue can be accessed online at murdoch.edu.au/library

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.

6.11 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

6.12 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.

6.13 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.

07 Your Welfare and Support info@murdochinstitute.wa.edu.au

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 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.

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 Manager.

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 Home Affairs (DoHA) 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

7.6 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

07 Your Welfare and Support

- become familiar with School expectations
- act on feedback
- participate in group discussions and projects
- engage in a broad range of activities

Successful students also:

- 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.

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 units 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
- 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.

7.7 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 on the next page.
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.

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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.

7.8 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!

7.9 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 Manager.

7.10 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

DATE														
WEEK	1	2	3	4	5	6	7	8	9	10	11	12	13	
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

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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.

7.11 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 unit 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.

7.12 Information for International Students

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 2.3 of this handbook for more information on International student health cover.

Renewal of Student Visa

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.

08 Policies and Forms

8.1 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.

8.2 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
- 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, it's representatives, it's 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.

Kaplan

Kaplan Higher Education Pty Ltd
ABN 85 124 217 670 trading as Murdoch
Institute of Technology CRICOS Provider
Code: 03127E

Kaplan Higher Education Pty Ltd is listed
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Education Providers PRV12030

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use. Permission requests can be emailed
to info@murdochinstitute.wa.edu.au

Official course information:

For the MIT Student Handbook and
its respective online updates please
refer to the following website for more
information:

www.murdochinstitute.wa.edu.au

Amendments:

All authorised amendments to this
Student Guide can be found at
www.murdochinstitute.wa.edu.au

Disclaimers:

The information in this Student Guide
was as accurate as possible at the time of
printing. Murdoch Institute of Technology
reserves the right to make changes to
the information in this Student Guide,
including prerequisites for units of study,
as appropriate and without notice.

Students should check with the Student
Services Manager for current, detailed
information regarding subjects of study.

Any links to external websites are
provided for the convenience of website
users. Murdoch Institute of Technology
does not endorse the content of
these external websites or accept any
responsibility for the links provided.

Student Guide availability:

Student Guides are available on the
School's website (PDF download) and
print on demand. See MIT reception for
more information.

Student Guide enquiries:

For any enquiries relating to the
Student Guide, please contact MIT.

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