

STUDENT GUIDE 2020

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.

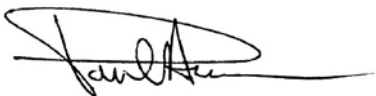
During the year, events may be planned by the Student Support Officer or the 'MIT Student Council', and we encourage every student to get involved – it is a great way to make new friends! You can keep in touch with your friends and keep up to date with what is happening on campus by liking us on Facebook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

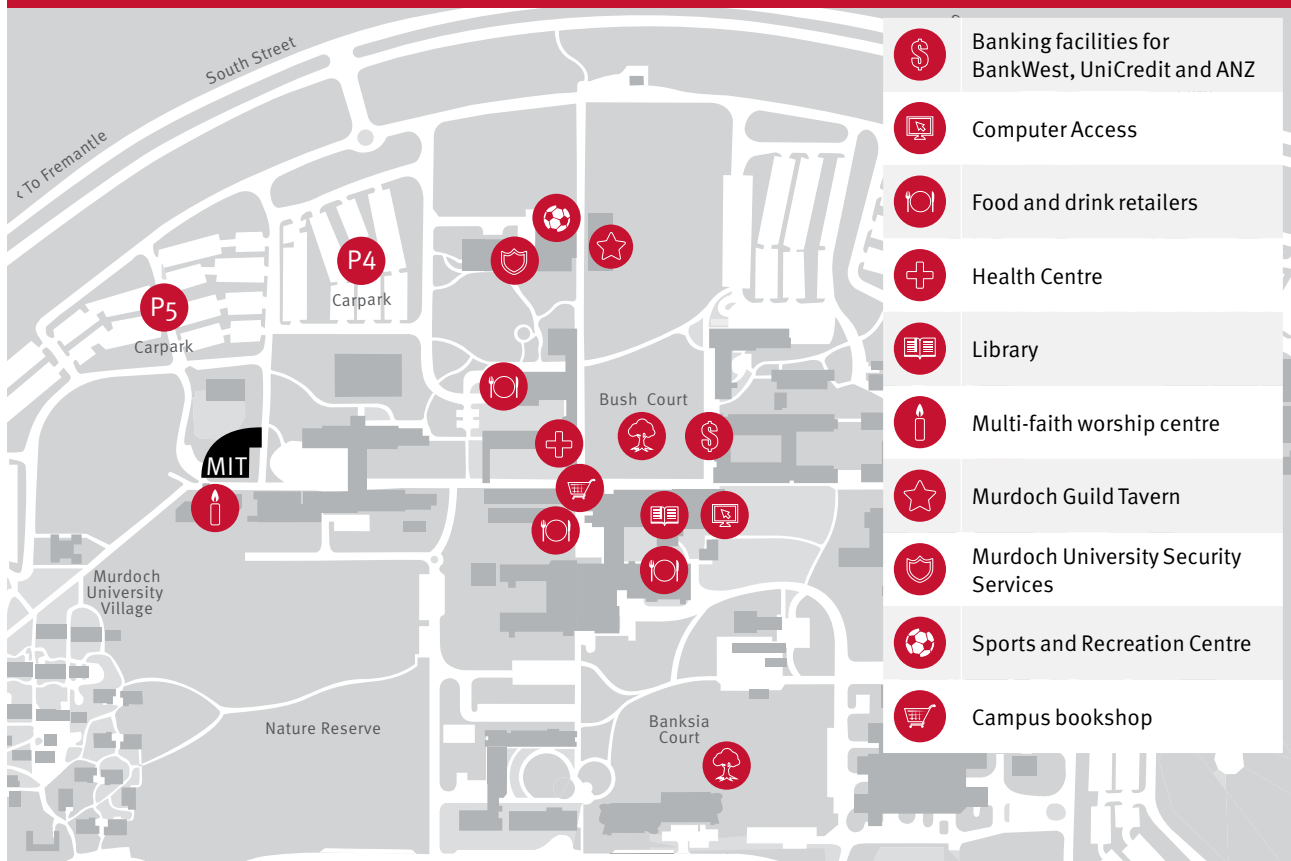
1.2 History

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 personalised approach to learning, Kaplan is opening doors to educational opportunities and inspiring people to strive for their personal best. Throughout its 80-year history, Kaplan has helped students unlock their talent by providing student-centred, outcomes-driven educational programs that help individuals reach their goals.

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



02 Your Services

2.1 General health and safety

If you experience a problem which is an emergency you should tell a staff member immediately.

If you 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 crime, or a missing person, or a general enquiry, please contact the local police station or call:

WA Police 131 444

2.2 Safety on campus

You should be aware of your personal safety and security and take good care of yourself and your belongings. You 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

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

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

2.4 Your Counselling Service

WHAT TO EXPECT FROM THE COUNSELLING SERVICE

Counselling is a free and confidential consultation in which the counsellor listens to your concerns and helps you find solutions in a non-judgemental environment.

Your values, choices and lifestyle will be respected and your concerns treated seriously. The counsellor will assist you to make choices or changes to help enhance your wellbeing.

Should you require more specialised assistance than the MIT Counselling Services can provide, your counsellor can direct you to the most appropriate service to assist you.

WHAT WE CAN HELP YOU WITH

- Culture Shock - feeling of disorientation, homesickness or loneliness that you may feel in the first couple of weeks of studying in a new environment. This is a very common feeling and will pass when you get more settled.
- Relationship and family issues
- Communication problems
- Coping with health problems
- Low self-esteem and lack of confidence
- Stress, anxiety and depression
- Bereavement and grief
- Eating problems and body image issues
- Drugs and alcohol
- Coping with physical or mental illness
- Difficulty concentrating
- Coping with failure.

WHAT HAPPENS ON MY FIRST VISIT?

Appointments last for approximately 50 minutes. On your first visit to the counselling service, please arrive 5 minutes early. Your first appointment will focus on understanding what your goals are from counselling. The counsellors will not tell you the answer to your problem, but instead will assist you in assessing your options and developing tools and strategies for resolving it yourself.

HOW MANY TIMES WILL I NEED TO SEE A COUNSELLOR?

This is different for everybody. Sometimes one appointment might be all the help you need but, at other times, you might require more support. In general, College/University counselling is a short-term counselling service. The number of sessions you have can be discussed with your counsellor and can depend on your needs. Should you require specialised or long-term assistance, your counsellor can direct you to the most appropriate service to assist you.

02 Your Services

WHEN IS COUNSELLING AVAILABLE?

To book an on-campus appointment, please go to the appointment booking portal <https://studentsupportmit.simplybook.me/v2/>. We will undertake an assessment and complete the necessary referral. You will then be given the appropriate contact details to make an appointment. If you are unable to attend an appointment, please give at least 24 hours' notice. Due to the demand for the service during session time, you may need to wait for an initial appointment, but priority appointments are available for urgent issues.

INFORMATION ON REQUESTING SUPPORTING DOCUMENTATION FROM COUNSELLING

If you are applying for Special Consideration or any other MIT process that requires the submission of supporting documentation, please familiarise yourself with the appropriate policy and available guidelines to understand your responsibilities in doing so. Our Student Support Officer can also provide you with advice however be aware, the Counselling Services cannot normally provide documentation for Special Consideration applications or other MIT processes. Counsellors may be able to provide supportive documentation to students who are currently engaging in counselling with them, and are experiencing personal hardships that are impacting on their academic performance.

2.5 Dentist

Please see Student Services for a list of local dental practices near to your home or campus. If you have elected to pay for extra health cover you 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

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.

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.

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

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

2.7 Sexual assault and sexual harassment

Murdoch Institute of Technology is committed to ensuring our community is free from sexual harassment and assault. Sexual assault and sexual harassment are not tolerated. Our website provides information on where to get help if you have been assaulted or know of anyone who has. Remember, you are not alone and will be supported. If you need emergency assistance, you can contact any of these 24-hour services:

Emergency Services – 000

Murdoch Campus Security – 9360 7333

Sexual Assault Resource Centre (SARC) 24-hour emergency line for recent sexual assault – 6458 1828 or 1800 199 888

Emergency telephone 1800 Respect – 1800 737 732

For further information search for SASH on our website at murdochinstitute.wa.edu.au or www.murdochinstitute.wa.edu.au/sexual-assault-and-sexual-harassment-sash/

2.8 Fire and emergency

It is your responsibility to follow these guidelines in the event of an emergency:

- assist anybody in immediate danger (if doing so does not place you in 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.

2.9 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.

2.10 Illness

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

02 Your services

2.11 Smoking

You must 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.

2.12 Lost property

The School cannot be responsible for the safety of your possessions while they are at School. Therefore, you 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 your bags unattended while at School. If you are worried about the safety of a valuable item, please give it to administration for safekeeping.

2.13 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 Foundation Studies, MUPC and Diploma

TRIMESTER 1	
Orientation* (new students)	21 February
Course commences (all students)	24 February
Teaching commences	24 February
Registration deadline (new students)	6 March (end of Week 2) **
Registration deadline (continuing students)	28 February (end of Week 1) **
Last date to change unit selection	25 March (Thursday, Week 2)
Census date (last day to withdraw without academic penalty)	16 March (Monday, Week 4)
Exam period	25 May – 5 June (Weeks 14 & 15) The exam timetable is released by Week 11
Trimester ends	5 June

TRIMESTER 2	
Orientation* (new students)	19 June
Course commences (all students)	22 June
Teaching commences	22 June
Registration deadline (new students)	3 July (end of Week 2)**
Registration deadline (continuing students)	26 June (end of Week 1) **
Last date to change unit selection	2 July (Thursday, Week 2)
Census date (last day to withdraw without academic penalty)	13 July (Monday, Week 4)
Exam period	21 September – 2 October (Weeks 14 & 15) The exam timetable is released by Week 11
Trimester ends	2 October

TRIMESTER 3	
Orientation* (new students)	16 October
Course commences (all students)	19 October
Teaching commences	19 October
Registration deadline (new students)	30 October (end of Week 2)**
Registration deadline (continuing students)	23 October (end of Week 1)**
Last date to change unit selection	29 October (Thursday, Week 2)
Census date (last day to withdraw without academic penalty)	8 November (Monday, Week 4)
Exam period	25 January – 5 February (Weeks 14 & 15) The exam timetable is released by Week 11
Trimester ends	5 January 2021

3.2 Trimester dates Murdoch Language Centre

ENGLISH FOR ACADEMIC PURPOSES 1A	
Orientation*	13 March
Course commences	16 March
Course ends	22 May

ENGLISH FOR ACADEMIC PURPOSES 2A	
Orientation*	17 April
Course commences	20 April
Course ends	26 June

ENGLISH FOR ACADEMIC PURPOSES 1B	
Orientation*	26 June
Course commences	29 June
Census date (last day to withdraw without academic penalty)	1 July
Course ends	4 September 2021

*Please note attendance at orientation & registration is compulsory – late registration fees will apply if you do not attend and enrolment will not be allowed after Week 1

**You will not be able to enrol after this date and will be advised to defer to the next trimester

03 Your Important Dates

ENGLISH FOR ACADEMIC PURPOSES 1C

Orientation*	20 November
Course commences	23 November
Census date (last day to withdraw without academic penalty)	25 November
Course ends	5 February 2021

ENGLISH FOR ACADEMIC PURPOSES 2B

Orientation*	4 September
Course Commences	7 September
Census date (last day to withdraw without academic penalty)	9 September
Course ends	13 November

ENGLISH FOR ACADEMIC PURPOSES 2C

Orientation*	20 November
Course commences	23 November
Census date (last day to withdraw without academic penalty)	25 November
Course ends	5 February 2021

GENERAL ENGLISH INTAKE DATES (EVERY 5 WEEKS)

Course commences	January 6
	February 10
	March 16
	April 22
	May 25
	June 29
	August 3
	September 7
	October 12
	November 16

3.3 State holidays in Western Australia 2020

NATIONAL

Monday, 27 January 2020	Australia day
Monday, 2 March 2020	Labour day
Friday, 10 April 2020	Good Friday
Monday, 13 April 2020	Easter Monday
Monday, 27 April 2020	ANZAC day
Monday, 1 June 2020	Western Australia day
Monday, 28 September 2020	Queen's Birthday
Friday, 25 December 2020	Christmas day
Monday, 28 December 2020	Boxing day



03 Your Important Dates

3.4 Academic Calendar 2020

'O' = Orientation

2020	PUBLIC HOLIDAYS	GENERAL ENGLISH	ENGLISH FOR ACADEMIC PURPOSES		MUPC/ FOUNDATION STUDIES (Week No.)	DIPLOMA (Week No.)	MURDOCH UNIVERSITY SEMESTER (WEEK NO.)
			1	2			
30 Dec - 3 Jan	1 - New Year's Day		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	
10 - 14 Feb		GE Intake			BREAK	BREAK	
17 - 21 Feb					BREAK	BREAK	O' Week
24 - 28 Feb					TRI 1 - Wk 1	TRI 1 - Wk 1	SEM 1 - Wk 1
2 Mar - 6 Mar	2 - Labour Day				2	2	2
9 - 13 Mar					3	3	3
16 - 20 Mar		GE Intake	1		4	4	4
23 - 27 Mar			2		5	5	5
30 Mar - 3 Apr			3		6	6	6
6 - 10 Apr	10 - Good Friday		4		7	7	7
13 - 17 Apr	13 - Easter Monday		5/Exams		8	8	8
20 - 24 Apr		GE Intake	6	1	9	9	9
27 Apr - 1 May	27 - ANZAC Day		7	2	10	10	10
4 - 8 May			8	3	11	11	11
11 - 15 May			9	4	12	12	12
17 - 22 May			10/Exams	5/Exams	13	13	13
25 - 29 May		GE Intake		6	14/Exams	14/Exams	14
1 - 5 Jun	1 - WA Day			7	15/Exams	15/Exams	15
8 - 12 Jun				8	BREAK	BREAK	16
15 - 19 Jun				9	BREAK	BREAK	17
22 - 26 Jun				10/Exams	TRI 2 - Wk 1	TRI 2 - Wk 1	
29 Jun - 3 July		GE Intake	1		2	2	
6 - 10 Jul			2		3	3	
13 - 17 Jul			3		4	4	
20 - 24 Jul			4		5	5	O' Week
27 - 31 Jul			5/Exams		6	6	SEM 2 - Wk 1
3 - 7 Aug		GE Intake	6		7	7	2
10 - 14 Aug			7		8	8	3
17 - 21 Aug			8		9	9	4
24 - 28 Aug			9		10	10	5
31 Aug - 4 Sep			10/Exams		11	11	6
7 - 11 Sep		GE Intake		1	12	12	7
14 - 18 Sep				2	13	13	8
21 - 25 Sep				3	14/Exams	14/Exams	9
28 Sep - 2 Oct	28 - Queen's B'day			4	15/Exams	15/Exams	10
5 - 9 Oct				5/Exams	BREAK	BREAK	11
12 - 16 Oct		GE Intake		6	BREAK	BREAK	12
19 - 23 Oct				7	TRI 3 - Wk 1	TRI 3 - Wk 1	13
26 - 30 Oct				8	2	2	14
2 - 6 Nov				9	3	3	15
8 - 13 Nov				10/Exams	4	4	16
16 - 20 Nov		GE Intake			5	5	17
23 - 27 Nov			1	1	6	6	
30 Nov - 4 Dec			2	2	7	7	
7 - 11 Dec			3	3	8	8	
14 - 18 Dec			4	4	9	9	
21 - 25 Dec	25 - X'mas		BREAK		BREAK	BREAK	

04 General Information

4.1 Requirements to achieve your qualification

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

4.2 Registration

If you are a continuing student you may be emailed your timetable before class starts as long as payment for units has been received. On the registration date specified in the Academic Calendar (Section 3), you must collect and sign for your 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 your registration details at the time their Letter of Offer is processed. Fees may vary from those stated on the Letter of Offer. If for any reason you extend the length of time you are enrolled at Murdoch Institute of Technology your tuition fees 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 you withdraw prior to the commencement of the course, in accordance to the refund policy.

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

Non-payment

You cannot commence the trimester until all fees have been paid. Failure to pay the trimester course fees will result in:

- access to the online learning sites will be removed
- your course registration will be cancelled
- if you are on a student visa will be reported to the Department of Home Affairs (DH).

Domestic students

Any outstanding debts on completion of studies will result in:

- withholding of your academic results and;
- you will not be permitted to graduate from the course.

Refunds

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

4.4 Variation of Registration

Cancellation of registration

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

Cancellation of registration by the School

Your registration may be cancelled by Murdoch Institute of Technology if:

- you fail to pay the relevant unit fee/s by the published deadline; or
- you have been excluded or suspended because of misconduct; or
- you have not met the conditions of your offer; or
- you have failed to progress through the course as per the academic progression policy
- you have abandoned your course through lack of attendance

You must comply with the Student Code of Conduct. If you breach the code you will be issued with the appropriate warning. If you re-offend, the School reserves the right to expel you and if you are an international student you will be reported to the Department of Home Affairs.

Deferral and suspension of registration

If you are unable to start the offered course, you may defer your place up to 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.

If you withdraw, 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.

If you wish to transfer to another program at Murdoch Institute of Technology you may only do so at the discretion of the School. Fees will be determined according to the difference in fees between the courses at: www.murdochinstitute.wa.edu.au/policies/.

04 General Information

Intermission during the program of study

If you are a current student and you wish to postpone studies until a later period, and take a leave of absence from your studies, you should complete a formal request using the Suspension/Deferral of Studies form on the MIT website at: www.murdochinstitute.wa.edu.au/policies.

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.

When you return to study after an approved period of leave you should contact Student Services to confirm your re-registration no later than two weeks before the start of the program.

If you are an international student and you decide to defer, withdraw or suspend your studies you may risk having your visa cancelled by the Change to Department of Home Affairs. If this occurs, you will be required to apply for another student visa from your home country.

Change of contact details

It is absolutely essential that MIT is able to contact you at all times. You 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. If you are an international student, you are required to give this information to the School on arrival at the start of your course within seven (7) days of any change of address.

Many messages are sent via text message, email or placed on the online learning platform of the student portal (Moodle). You must regularly check the portal and your 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 your contact mailing address. Any correspondence sent to you by the School is printed on letterhead and identifies you by name and student number. Whenever you write to the School you must include your student number with your name and address. You must also have this ready when telephoning the School. You must inform the Student Services office immediately of any change to your name, phone number or address.

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

Recognition of Prior Learning

You 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, you must submit evidence that demonstrates you have already met the requirements of the unit through these other means. Evidence may take many forms e.g. information about approved study, 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

You will receive a designated number of contact hours per unit, per week. You 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	5+
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 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 requires you to be committed to your studies in order to achieve at the highest possible level. You 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. You should refer to the Assessment policy on the MIT website for further information. (www.murdochinstitute.wa.edu.au)

Academic misconduct

You should be familiar with the Academic Integrity and Conduct policy on the MIT website. Murdoch Institute of Technology regards all matters of academic misconduct as very serious offences.

Special consideration

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

If you are ill and cannot attend your examination, you must provide a medical certificate within 24 hours of the exam date. If you do not meet this requirement you will receive a Did Not Sit (DNS), which will cause you to fail the unit 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 you request, the School will contact you and suggest a possible alternative. If you have a disability, you should complete the Reasonable Adjustment form on the MIT website and speak with the Student Support Officer regarding your learning and access requirements.

5.4 Pass Requirements

Unless otherwise specified in the unit guide, you must achieve a combined result from all assessment items of at least 50% in order to pass Foundation, MUPC and Diploma units. If you receive less than 50% in any assessment item you may continue in the subject and still pass the unit, provided you meet the overall 50% criteria. You should consult with your teacher for further details.

You are expected to advise your teacher during the trimester if and when you are experiencing difficulty in understanding any concept.

You 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. You 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, your options may include:

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

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

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 you have 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 24-hour period 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 days after the due date will not be accepted and you 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 you 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 you before a subsequent assessment event. If you are experiencing delays in receiving grades and feedback, please talk to an MIT Academic Manager.

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 your progress. It is important that you keep the School informed about your absence and if it is necessary for a class to be missed. You are responsible for ensuring strategies are in place to catch up on any work missed. You are still expected to fulfil all homework requirements. You should familiarise yourself 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.

05 Your Course

Lateness

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

Teachers record the number of minutes you are absent from the classroom and this is recorded and reported to the Department of Home Affairs if it falls below 80%.

Holidays

You 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 you need to travel at any other time, a formal application must be made to an Academic Manager. Only in extreme circumstances will leave be approved during a period of study.

Census dates

If you are a domestic student accessing the FEE-HELP loan scheme you must notify the School in writing on or before the census date if you wish to withdraw from the course or a unit of study. If you withdraw after the census date you 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

You will be advised of the release date and the method by which examination results will be released. For Foundation Study /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 you by email. Results for students with an outstanding debt to the School will be withheld pending payment in full of that debt.

Academic transcripts

Your transcript shows all of your results. Upon completion of the course you will be issued with a copy of your transcript.



06 Your School Resources and Facilities

6.1 Student Number

You will be 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

You are responsible for collecting your 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 licence) 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 most Murdoch University facilities including the gym and parking.

If you lose your 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. Search for 'parking' at murdoch.edu.au

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 organisation, 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. Search for 'fitness' at www.murdoch.edu.au. 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, discipline specific and soft study skills. Free Workshops run Tuesday - Friday 12:30pm - 1:30pm.

6.6 Photocopying and Printing

You 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 Portal (Moodle)

You will be issued with a username and password which enables you 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 search for elearning.murdochinstitute.wa.edu.au and enter your 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.

Please email MIT Reception if you have any questions or issues regarding the student portal.

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

06 School Resources and Facilities

6.8 Textbooks

You will be required to purchase the appropriate textbooks and equipment prior to the commencement of your 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.

6.9 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.

OpenAthens is an online Kaplan library that students can access anywhere they have internet connection. You will be given access to OpenAthens for the duration of their time at MIT.

6.10 Computer Labs

You 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.

You will be allocated 30Mb of storage space on a networked server called MyDisk, which you can use to save your own documents and files.

Your 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

6.11 Cleanliness

You must play your part to 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.

6.12 The environment - recycling

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 your time as fulfilling, enjoyable and successful as possible. Support is always available and we understand that it may take some time for you to 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 you with accommodation, overseas student health care and orientation, in addition to distributing information, general student assistance and the organisation of student activities.

During orientation, you 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.

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

To arrange face to face support please go to appointment booking portal <https://studentsupportmit.simplybook.me/v2/>

7.3 Social Activities

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

You are 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

Our experience tells us that you may need help with your studies at some stage throughout the year. Our teachers and Academic Managers are available to help you with the following:

- writing and editing assignments
- understanding assignment questions
- general English language assistance
- 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 you with any problem
- if the problem is still unresolved you are able to speak with an outside person
- if necessary you may request an interpreter
- your concerns will remain confidential and private with the person spoken with, whenever and wherever possible
- the staff member you spoke with will advise you of the next step(s) in resolving their issue.

If you need to talk to someone about:

Changing your class

Speak to a Student Services 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 (HA) 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:

- know the type of career you are aiming for or can clearly identify some career directions and goals
- engage in the learning process as fully as possible
- understand your 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

07 Your Welfare and Support

- 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.

To arrange face to face support please go to appointment booking portal <https://studentsupportmit.simplybook.me/v2/>

7.7 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.

To arrange face to face support please go to appointment booking portal <https://studentsupportmit.simplybook.me/v2/>

7.8 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 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.

7.9 Students with Specific Needs Reasonable Adjustments

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.

07 Your Welfare and Support

7.10 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. You should note what the expiry date is and make sure your 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 guide 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, please contact the Department of Home Affairs.

7.11 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
- 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

To arrange face to face support head to appointment booking portal <https://studentsupportmit.simplybook.me/v2/>



08 Service Standards

8.1 Our service commitment

MIT is committed to providing a service aligned to our values:

- integrity
- knowledge
- support
- opportunity
- results

This is why we commit to providing a service that is:

- professional
- accessible and responsive
- sensitive to the circumstances of individuals and communities with specific needs

In providing our service, you can expect us to:

- treat you with respect and courtesy
- keep you involved in the progress of your enquiry
- progress enquiries in a timely manner
- be impartial and fair to everyone involved
- provide reasons for our decisions
- respect your privacy and collect, store, use and disclose your personal information in accordance with privacy law.

8.2 How you can help us

To help us meet our service commitment to you, please:

- treat MIT staff with respect and courtesy
- clearly tell us what you want from us, to the best of your ability
- tell us if you have any special requirements
- let us know as soon as possible if your circumstances change
- follow our reasonable requests during the process
- give us feedback about our service so we can keep making it better. We like to hear good things too!

8.3 Feedback on our service

We are committed to continual improvement and welcome feedback about our services.

- If you have a complaint, please let us know. We will aim to resolve it quickly and fairly.
- If you are not satisfied with our service or if you have a suggestion on how we can improve, please first raise your concern with the staff member who has been assisting you.

8.4 Enquiries

To contact us please:

Call +61 8 9360 1700, Our reception is open 8.30 am to 4 pm, Monday to Friday AWST

or

email info@murdochinstitute.wa.edu.au

We will respond to you as soon as reasonably possible (within 48 business hours).



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.

9.2 Student 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 Student Code of Conduct and avoid any and all forms of misbehaviour. As a student of MIT it is your responsibility to ensure you have read the Student Code of Conduct.

To access the full Student Code of Conduct please click [here](#) or search for Student Code of Conduct in the Forms and Policies tab on our website at: murdochinstitute.wa.edu.au



Kaplan

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

For the Student Guide 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.

Murdoch Institute of Technology

Building 512, Murdoch University
South Street Murdoch, Western Australia
6150, Australia

Telephone: +61 8 9360 1700

Facsimile: +61 8 9360 1701

info@murdochinstitute.wa.edu.au