Welcome from the Vice-Chancellor and President

On behalf of RMIT University, I am pleased to welcome you to our vibrant and diverse community of more than 82,000 students worldwide. You join more than 6000 Open Universities Australia (OUA) students studying at RMIT. As a global university of technology and design, RMIT will give you the skills you need to succeed in your chosen profession.

RMIT is committed to providing you with an experience that is challenging, engaging and exciting. For more than 126 years, RMIT has provided its students with an innovative and practical education and a wide range of research opportunities. We are renowned for our links with industry and the employability of our graduates.

I hope that you can take advantage of the range of opportunities, resources and services available to you as an RMIT student.

I wish you every success with your studies and personal achievements over the course of your studies.

Professor Gill Palmer
Vice-Chancellor and President
RMIT University
Open Universities Australia at RMIT Webpage

The Open Universities Australia at RMIT webpage gives you detailed information about undertaking a single unit or an entire program of study through RMIT University. Find out about units and qualifications, assessment guidelines, administration information and important dates for RMIT OUA students.

www.rmit.edu.au/oua

Your Student Portal, myRMIT

myRMIT at www.rmit.edu.au/myrmit is your one-stop-shop for essential information and student systems, including your:

— online study resources*
— RMIT announcements*
— RMIT student email account
— news and events
— library account
— frequently asked questions (see the OUA section of Ask RMIT)
— results.

* Included in myRMIT mobile site.

Stay connected on the go with the myRMIT mobile site.

You need to log into myRMIT regularly to check your announcements and RMIT student email account.

Log in to myRMIT with your RMIT ID and password.

RMIT ID: The letter ‘s’ followed by your RMIT student number e.g. s1234567

Initial password: The letter ‘p’ followed by your date of birth (DOB) backwards with an exclamation mark (!) at the end, e.g. p19950408! (DOB 8 April 1995).

Make life less complicated and change your default password, visit www.rmit.edu.au/its/password to:

— create a secure password
— set-up your self service details (if you forget your password, you can receive a reset code via SMS)
— access password user guides for popular devices.

For more information about myRMIT go to www.rmit.edu.au/students/it/about-myrmit.
Online Study Materials

Your online study materials will be available in the myStudies tab in myRMIT approximately seven days prior to your start date. If you are unable to access this information you should contact your RMIT school.

www.rmit.edu.au/schools

RMIT Unit Codes and Titles

The RMIT unit codes and titles that you see in the myStudies tab in myRMIT may vary from the unit codes you enrolled in through OUA. If you are unsure whether you are enrolled in the correct unit, please contact the Hub (see More Information for contact details).

Google Apps: Your RMIT Student Email Account and more

Now that you’re enrolled, you’ve got a new RMIT Google Apps account. It provides your RMIT student email account (Gmail) as well as calendar, chat, document sharing and other online collaboration features so you can share information and access your mail, contacts and files from any device, anywhere in the world.

The easiest way to access your account is via myRMIT at www.rmit.edu.au/myrmit. From myRMIT, log into your email using your Google username and default password.

Google username: Your RMIT student number followed by @student.rmit.edu.au, e.g. s1234567@student.rmit.edu.au. This username is also your RMIT student email address.

Default password: Same as your initial password for myRMIT.

If you already have a personal Gmail account you can easily switch between the two. To find out how and learn more about your RMIT student email account visit www.rmit.edu.au/students/it/onlinecollaboration.

Important Communications from RMIT

During your studies with RMIT University you will receive a number of important communications. You are required to log in to myRMIT at www.rmit.edu.au/myrmit regularly to check your RMIT student email account and announcements. RMIT will use your student email account and announcements to send you official communications related to your studies, RMIT student administration, special consideration applications and academic progress.
Important Communications from OUA

Important communications relating to your enrolment and exams will be sent to the email address you provide to OUA. You are required to check this email account at least twice a week.

RMIT University Library

You can access the University Library’s comprehensive range of online references and resources, including books and journals, using your RMIT student number and password. To borrow books you need to contact the Library to obtain a library card.

www.rmit.edu.au/library/borrowing/oua

IT Services and Queries

RMIT provides innovative technology and a range of IT services designed to help you learn, collaborate and get the most out of your student experience.

Keep an eye on the ‘IT services for students’ webpage to keep up-to-date on new services that are released throughout the year:

www.rmit.edu.au/students/it

If you need help or advice with an IT matter, the Service and Support Centre is here to help. To contact them, you can:

— submit your query online
  https://mytechsupport.rmit.edu.au
— call on tel. +61 3 9925 8888.

Hours of operation and locations at

Changes to Your Personal Details

Please contact OUA directly if you need to make changes to your personal details.

Changes to Your Enrolment

Please contact OUA directly if you need to make changes to your enrolment.

To swap or withdraw from OUA units you must notify OUA in writing before the deadlines listed on the OUA website. If you do not meet these deadlines you may incur a financial penalty.

Go to www.open.edu.au/student-admin-and-support/changing-your-study for these deadlines and further information.
Applying for Credit

You may be eligible for credit towards courses (units) in your program if you have already met the learning/competency outcomes through previous learning. Credit will only be applied once you are registered in your RMIT program.

In order to be eligible to receive an RMIT award, students must successfully complete a minimum study requirement of 96 credit points or 50% of the program, whichever is less at RMIT.

For more information go to www.rmit.edu.au/students/enrolment/credit.

Registering for an RMIT Undergraduate Program

If you wish to complete an RMIT undergraduate program you need to register for that program with RMIT. Once registered, you will have access to detailed program advice from your school. For most programs, you become eligible to register after completing a minimum of two core units at RMIT. You are encouraged to register as soon as you have met these requirements.

For more information go to www.rmit.edu.au/oua/administration.

Exams

Many courses offered through OUA have an invigilated exam component as part of the assessment. The exam period closely follows the term end date for each study period (undergraduate) or session (postgraduate). Information explaining the online timetable and venue selection process for exams will be sent to the email address you provide to OUA. As an OUA student studying through RMIT, it is your responsibility to ensure you read all the information relating to exams.

www.open.edu.au/exams

Results

Results are normally available around six weeks after the end of each study period and session.

For more information about how to access your results and the results release dates go to www.rmit.edu.au/oua/assessment.
Disability Liaison Unit

If you are living with a disability, long-term illness and/or mental health condition, the Disability Liaison Unit can assist you in your studies with:

— reasonable adjustments—changes to the way you are assessed
— course materials in accessible formats.

You are encouraged to register with the Disability Liaison Unit early in the study period or session. If you require alternative formatting of course materials, please contact the Disability Liaison Unit as soon as you enrol. You are required to register once per OUA academic year.

www.rmit.edu.au/disability

Special Consideration

Special consideration is a variation to an assessment that takes into account the impact of unexpected or extenuating circumstances on your performance in an assessment task. Special consideration provides for unexpected illnesses or hardships on a one-off basis. There are strict timelines for when you must apply for special consideration and supply supporting evidence. RMIT will notify you of the outcome of your application via your RMIT student email account. Please check your account regularly.

www.rmit.edu.au/students/specialconsideration

Special Circumstances

Sometimes students are forced to withdraw from their studies after the census date due to circumstances beyond their control. If you wish to apply for fee waiver, a refund, approval of withdrawal without academic penalty or to have your FEE-HELP balance re-credited under special circumstances please go to www.open.edu.au/student-admin-and-support/changing-your-study/special-circumstances.

More Information

If you have a query about your enrolment or studies at RMIT:

— call the Hub on tel. +61 3 9925 8980 during business hours
  www.rmit.edu.au/students/hub
— email oua.enrolment@rmit.edu.au

OUA contact details are available at www.open.edu.au/site-support/contact-us.