ABOUT RMIT UNIVERSITY

RMIT is a global university of technology with its heart at campuses in Melbourne and Vietnam.

Welcome to an urban, creative place where the focus is on education that brings results. Your experiences at RMIT will help you develop the real world skills and the passion to contribute to and engage with the world.

RMIT aims to equip students with a global passport — the skills and outlook you need to play a role on a world stage. RMIT links with partner organisations across the world, including leading universities, companies and community groups. In addition to semester exchanges you may have opportunities to participate in group study tours, international work placements and research projects.

As an international university, RMIT’s qualifications are aligned with the demands of the global economy. Did you know that RMIT’s qualifications are designed with help from industry? RMIT graduates get full-time jobs faster than the national average in part because of this connection to industry and in part because of the opportunities students have to develop hands-on skills during their studies*.

RMIT is committed to ensuring students have a vibrant and rewarding experience, not just in the classroom, workshop or laboratory, but in all aspects of campus life. There’s always something special going on at RMIT. The City campus is right in the heart of Melbourne — just a short walk from Melbourne Central, QV, the Bourke Street Mall and Chinatown. There are campuses in Brunswick — RMIT’s fashion, textile and printing technology hub; Bundoora — with its emphasis on science, nursing, education, complementary medicine and sport; and sites throughout Victoria. RMIT also has two international campuses in Ho Chi Minh City and Hanoi, Vietnam.

The year 2007 marked RMIT’s 120th anniversary. Today, there are more than 63,000 RMIT students in Melbourne and around the world. About 12,500 RMIT students study overseas and the Melbourne campuses welcome around 9,000 international students. This Welcome and Enrolment booklet has been designed to assist you with your enrolment and to help you identify the services available to you as an RMIT student.

Welcome to RMIT.

*Source: Graduate Destination Survey, 2006.
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INTRODUCTION

1 Checklist - What to do next
   2 RMIT terminology
   3 Check your offer
   4 Accept your offer
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This booklet has been prepared to welcome you to RMIT University and assist you with your enrolment. Please read this booklet carefully prior to enrolment as it contains important information about the enrolment process and your responsibilities as an RMIT student.

1 Checklist — What to do next

☐ Read this publication thoroughly prior to enrolment
☐ Check your offer
☐ Accept/reject/defer your offer
☐ Familiarise yourself with RMIT terminology
☐ Check if you are eligible for course exemptions i.e. Recognition of Prior Learning
☐ Familiarise yourself with your student responsibilities
☐ Seek academic advice and enrol
☐ Pick up your RMIT Diary and Student Card
☐ Check important dates
☐ Familiarise yourself with the student services available
☐ Attend orientation activities
☐ Ask any questions in person at the Hub on your campus or call the Student Administration Support Line on (03) 9925 8980
**RMIT terminology**

At RMIT University you will notice references to ‘courses’ and ‘programs’. A course is a component (subject) within an RMIT study program. For example, the course ‘Macroeconomics 1’ forms part of the Bachelor of Commerce program.

**ACCEPT/REJECT/DEFER YOUR OFFER**

**3 Check your offer**

Local applicants
When you accept a place at RMIT University, you are expected to understand the conditions of your offer. Please read your offer letter to check whether you have been offered a government-subsidised place or a full-fee paying place.

Local VTAC applicants
- If the VTAC course code on your VTAC offer letter ends with ‘1’, you have been offered a government-subsidised Higher Education or TAFE place. This means that the cost of the program is subsidised by the government, i.e. students pay a proportion of the full cost of the program.
- If the VTAC course code on your VTAC offer letter ends with ‘2’, you have been offered a place which is not subsidised by the government. Students in full-fee places pay the full cost of the program to RMIT University.
- If the VTAC course code on your VTAC offer letter ends with ‘3’, you have been offered an international fee-paying place.

(see: VTAC Guide 2008 p.15 ‘Course Codes & Fees’ or go to www.vtac.edu.au)

**4 Accept your offer**

To accept your offer, you must enrol at RMIT University by following the instructions in your offer letter.

If your offer letter requires you to attend a program information session you will be provided with more information about how to accept your offer and enrol at the session.

If you are not required to attend a program information session you will be provided with a step-by-step enrolment guide with this booklet in your Welcome and Enrolment pack. To accept your offer, you must read the information in this guide very carefully and follow the step-by-step instructions to enrol at RMIT University.

**Important:**
Failure to accept your offer by enrolling at RMIT may result in your offer being cancelled and your place being offered to someone else.
Enrolment by proxy

What should I do if I can’t complete my own enrolment?

It is essential that you enrol to secure your place at RMIT University. You may be able to complete a ‘proxy enrolment’.

On-campus enrolments
If your offer letter requires you to enrol on-campus, under certain circumstances e.g. due to illness, you can arrange for someone to attend your program information session and enrol on your behalf. This is called a ‘proxy enrolment’.

To enrol by proxy, please ensure your nominated proxy has a copy of the original signed Application to Enrol by Proxy form available online at www.rmit.edu.au/students/forms or a proxy letter (sample on the right) and their photo identification with them when they enrol on your behalf.

Online enrolments
If your program requires you to enrol online, your proxy must attend your program information session as listed in your offer letter to enrol on your behalf. If your letter does not list a program information session, please contact your RMIT school for more information about how you can organise a proxy enrolment. School contact details are available at www.rmit.edu.au/schools
Your proxy will need an Application to Enrol by Proxy form available at www.rmit.edu.au/students/forms or a proxy letter (sample on the right).

Important:
Under no circumstances should you give your Enrolment Online login details to another person (or proxy) to enrol online on your behalf. Your proxy must attend the program information session or make alternative arrangements to enrol on-campus as outlined above.

Important:
You are responsible for all actions taken by your nominated proxy.

Sample proxy letter

Dear Enrolment Officer,
I am unable to accept my offer by enrolling at RMIT University in the (name of program) program on (date of enrolment).

I therefore authorise (name of proxy) of (address of proxy) to enrol on my behalf.

Proxy signature:
I accept responsibility for the actions of my proxy at enrolment.

Yours sincerely,
(Your signature)
(Your name)

International students

International students are not permitted to enrol by proxy when commencing an RMIT program. You must enrol in person. If you are unable to attend your scheduled enrolment you should contact International Services when you arrive in Melbourne on tel. +61 3 9925 5156 or go to Level 4, 239 Bourke Street, Melbourne.

If you enrol late you will have a limited choice of timetable. You will not be permitted to enrol if you arrive more than two weeks after the official commencement date.
6 Reject your offer
If you do not wish to accept your offer at RMIT, please notify your RMIT school. The school’s details are available at www.rmit.edu.au/schools

7 Defer your offer
Local applicants
The option to defer your offer for a period of up to one year is available for TAFE Certificate IV or above, undergraduate (degree) and postgraduate coursework applicants.

Note:
Higher degree by research students do not have the option to defer their offer of a place at RMIT.

Deferment is available to applicants who are Australian or New Zealand citizens* or permanent residents of Australia who have not yet enrolled in their offered program.

To defer, you must submit a copy of the 2008 Application to Defer form, together with a copy of your offer letter, to the RMIT Info Corner (formerly Office for Prospective Students) on or before the date specified in your offer letter.

The Info Corner is located in Building 22, 330 Swanston Street (corner of La Trobe Street), Melbourne or you can post the form to:

Info Corner
Locked Bag 10
A’Beckett Street Post Office
Melbourne VIC 8006

The form is available as a lift-out in the middle of this booklet or it can be downloaded from the RMIT web site at www.rmit.edu.au/programs/applications/defer

If you wish to defer your place and you intend to study elsewhere during the deferral period and you want to use this study for advanced standing in the deferred program, you must seek prior written approval from your RMIT school.

If you choose to defer, you must not enrol.

* New Zealand citizens who have been offered a place in a TAFE program should refer to the web site above.
YOUR STUDENT RESPONSIBILITIES

When you enrol, you are required to read and accept a Privacy Statement and Statement of Student Responsibilities.

8 Privacy Statement
RMIT University is committed to maintaining the confidentiality of your personal information in accordance with the RMIT Privacy Policy and government legislation. When you enrol you must read and accept the Privacy Statement prior to proceeding with your enrolment.

Privacy information is also available at www.rmit.edu.au/privacy

9 Statement of Student Responsibilities
As an RMIT University student, you are required to comply with all University regulations and requirements related to your program. You must ensure the information you provide when enrolling is accurate so RMIT can fully and properly administer your enrolment. This is particularly important with respect to your mailing address. If you do not provide (and maintain) accurate address details you risk missing important information relating to the administration of your program, results and in some instances the retention of your place.

When you enrol you must read and accept the Statement of Student Responsibilities before proceeding with your enrolment.

You can view the Privacy Statement and Statement of Student Responsibilities online at www.rmit.edu.au/students/enrolment
Seek academic advice and enrol

Prior to enrolling in your program at RMIT University you may need to seek academic advice regarding your course selection and enrolment at your program information session. You will be notified in your offer letter if your program has a scheduled program information session. If your program does not offer a program information session, you can contact your school for more information about your program. RMIT schools are listed online at www.rmit.edu.au/schools

To enrol at RMIT University you will be provided with a step-by-step guide to enrolment that clearly outlines the enrolment process. In 2008 the majority of students will enrol online. You will be advised in your offer letter or at your program information session if you are to enrol on-campus or online and you will be provided with the appropriate step-by-step guide to assist you with your enrolment.

Information about the enrolment process and copies of the enrolment guides are available at www.rmit.edu.au/students/enrolment

International student reminders

International students must maintain their enrolment in accordance with the ESOS Act.

You are required to:

- Maintain a valid visa
- Provide formal advice to RMIT if your spouse or children join you in Australia
- Provide your current residential and mailing address to RMIT.

In addition, student visa conditions require you to:

- Remain enrolled in a full-time registered program
  - Ensure that your enrolment plan will enable you to complete your study within the expected duration specified on your eCOE
- Maintain satisfactory academic results
- Attend 80% of the scheduled contact hours for each semester
- Maintain Overseas Student Health Cover.

Note:

Restrictions apply to international students studying online or distance/correspondence courses.

The following conditions apply:

- You must study at least one course in face-to-face mode per compulsory semester
- You may only enrol in a maximum of 25% of your total program in online and distance study.

For more information about your enrolment or visa requirements please go to the Hub on your campus or call the Student Administration Support Line on (03) 9925 8980. Information is also available on the web site at www.rmit.edu.au/international/esosstudent
Higher degree by research student reminders

In addition to information in this booklet, higher degree by research students should also refer to the Higher Degree by Research Policy and Procedures. This document contains specific information and processes for research students and is available at www.rmit.edu.au/rd/gro

When enrolling into your program, you will be required to enrol in a Research Methods course. If you have completed prior research studies you may apply for a credit, by submitting an application for single course credit. Please contact your school’s research administrator if you require clarification.

Please note the Academic Load that has been listed in your offer letter (part-time or full-time). You will need to select the part-time/full-time load course code from your Program Summary when enrolling. Please also note that you cannot elect to vary your load unless you have obtained written approval to do so.

11 RMIT Diary and Student Card

All students will receive a copy of the 2008 RMIT Diary. You should familiarise yourself with this publication as it contains everything you need to know about student administration, important dates and the services provided for students.

If you enrol on-campus you will receive your diary at the time of enrolment. If you enrol online you will receive your diary when you go to the Hub to have your Student Card made.

To obtain your Student Card you need to present your Confirmation of Enrolment (CoE) at the Hub, along with photographic identification, after you have completed the enrolment process.

12 Your student email account

Your RMIT student email account is an important communication tool that the University will use to keep you up-to-date on news, events, fees and important information about the administration of your program. All RMIT students are provided with a student email account during enrolment. You are required to regularly check this email account, as stated in your Statement of Student Responsibilities that you must agree to when you enrol. For more information and to login to the Student Email System go to www.studentems.rmit.edu.au
Payment of fees
You will receive a tax invoice for tuition fees each semester, depending on your academic activity and any other fees or charges to which you have agreed. You are required to check your invoice details carefully and pay all fees and charges by the due date indicated on your invoice. You should refer to your tax invoice for payment options (see p.13–15).

Please make sure that you allow the appropriate processing time for electronic payments. You should allow at least three business days prior to the invoice due date for electronic payments to clear.

Important:
If payment is not made by the due date on your invoice you may incur a $100 late payment fee. Once imposed, late payment fees cannot be cancelled and must be paid.

Cancellation of enrolment
Should you wish to cancel your enrolment, it is your responsibility to do so before the census date in the relevant semester. Failure to do so will result in you having to pay the fees for that semester, even if you do not wish to continue with your studies. See ‘Important dates’ on p.17–18 for relevant census dates.

Important dates
As a part of your student responsibilities you should be aware of all important administration dates and deadlines listed on p.17–18, in particular the census dates for your program. These dates and deadlines are also listed in your RMIT Student Diary and are available online at www.rmit.edu.au/students/importantdates

Services for students
You should acquaint yourself with the services provided by the University. Please read the ‘Services for students’ section of this booklet on p.19–21 and refer to the RMIT Student Diary for more information.

If payment is not received, RMIT University reserves the right to provide student details to an external agent for the purpose of collecting any debts. Any additional costs associated with this process are payable by the student.

For more information about RMIT fees and charges see ‘Fee information’ on p.13 of this booklet or go to www.rmit.edu.au/programs/fees
Recognition of Prior Learning (RPL)
is the acknowledgement of skills and knowledge regardless of how, when or where the learning occurred. This includes formal and informal training and education, work experience and/or general life experience. Evidence of current skills and knowledge is matched against the competencies in the program for which recognition is being sought.

Mutual Recognition (TAFE)
RMIT is a Registered Training Organisation (RTO) and accepts any Australian Qualifications Framework Qualification and Statement of Attainment issued by other RTOs. Credit will be given for modules or units of competency for which an original official Certificate or Statement of Attainment is produced. For example, relevant VET (TAFE) programs completed in secondary school, at work, or at a TAFE Institute in Victoria or interstate.

Credit Transfer
Recognition of internal credit or ‘Credit Transfer’ is the method of granting credit to students for courses or units of competency completed at RMIT, within the same level of study, e.g. undergraduate to undergraduate, TAFE to TAFE or postgraduate to postgraduate. When credit is being sought from study completed at RMIT, either a Block or Single Credit Application form may be used. When credit is from Higher Education to TAFE a Single Credit Transfer Application form is used.

Application forms
The Credit Transfer and Recognition of Prior Learning application forms for both TAFE and Higher Education students can be downloaded from www.rmit.edu.au/students/forms

Each form has additional information indicating the credit type and the circumstances in which the particular credit application form is to be used. Please read this information carefully in order to ensure that the appropriate application is used.

For more information please go to www.rmit.edu.au/students/credit or contact your RMIT school. RMIT school contact details are also available at www.rmit.edu.au/schools


FEE INFORMATION

17 Fees and charges
18 Higher Education fees and charges
19 TAFE fees and charges
20 International students
21 Other fee information
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17 Fees and charges

The Approved Schedule of Fees and Charges outlines all fees that may be charged to students. This document is published annually under the authority of the RMIT University Council. Detailed information about fees and charges, including the Approved Schedule of Fees and Charges is available at www.rmit.edu.au/programs/fees

Tuition fees are calculated using either credit points for Higher Education, including Commonwealth Supported Place (CSP) programs, or nominal hours for TAFE programs. Tuition charges vary each semester/term according to the number of credit points/nominal hours you enrol in.

RMIT University reserves the right to adjust program tuition fees annually, taking into account increases in University costs and program delivery costs. Changes to program tuition fees will be applied at the beginning of each calendar year.

You will receive a tax invoice each semester for tuition fees depending on your academic activity and any other fees or charges to which you have agreed. New (commencing) students can expect to receive their first invoice no later than eight weeks after enrolling in classes. Invoices are sent by mail and are available online via the Enrolment Online site at https://enrol.rmit.edu.au You will also receive an email sent to your RMIT student email account when you have been issued with an invoice.

Please refer to your tax invoice for payment options.
Higher Education Loan Program (HELP)
The Higher Education Loan Program (HELP) is a suite of three loans:

- HECS-HELP (available for eligible Commonwealth Supported students)
- FEE-HELP (available for eligible fee-paying students) and
- OS-HELP (available for eligible Commonwealth Supported students who wish to undertake part of their study overseas).

Commonwealth Supported Place (CSP) students
If you wish to enrol in a Commonwealth Supported Place or apply for HECS-HELP assistance you are legally required to read the Information for Commonwealth Supported Students booklet provided by the Federal Government prior to completing your Request for Commonwealth Support and HECS-HELP form.

The following is a brief summary of a HECS-HELP loan:

Commonwealth Supported students are required to pay a student contribution, which is a proportion of the cost of their university education. HECS-HELP is a loan that eligible students can access to pay their student contributions and it is repaid via the taxation system when a student’s income reaches the minimum threshold for compulsory repayments. Students who accept a Commonwealth Supported Place must complete a Request for Commonwealth Support and HECS-HELP form when enrolling.

Failure to submit this form may result in the loss of your Commonwealth Supported Place.

The student contribution is charged each semester. Most students (Australian citizens and holders of Australian permanent humanitarian visas) have three options to pay their student contributions. These are:

1. Full up front payment — Students who select this option are required to pay 80% of their total semester’s student contribution up front and receive a 20% discount. Payment is made directly to RMIT on or before the semester census date.

2. Partial up front payment — Students can pay part of their student contribution to RMIT before the census date (payments of $500 or more receive a 20% discount on the amount of the partial payment) and access a HECS-HELP loan for the remainder of the semester liability, which will be deferred to the Australian Taxation Office. Students who wish to take this option must provide their tax file number (TFN) by the census date to avoid cancellation of their enrolment.

3. Deferred payment — Students can access a HECS-HELP loan to pay all of their student contribution for the semester, which will be deferred to the Australian Taxation Office. Students who select this option must provide their tax file number (TFN) by the census date to avoid cancellation of their enrolment.
Welcome and Enrolment 2008

Please note:
Holders of Australian permanent residency visas (except permanent humanitarian visa) and New Zealand citizens in a Commonwealth Supported Place must pay their student contribution up front and are ineligible for any discounts or HELP loans. Students whose citizenship/immigration status changes after enrolment must submit documentary evidence to the Hub as soon as possible. This will ensure any changes to their HELP loan eligibility are processed promptly. This evidence must be submitted to the Hub by the relevant semester census date or any changes will not take effect until the following semester.

Local full-fee-paying students
(undergraduate and postgraduate)

Most local fee-paying, full-time places cost between $12,000 – $20,000 per year. Eligible fee-paying students (Australian citizens and holders of Australian permanent humanitarian visas) can access a FEE-HELP loan to pay all or part of their tuition fees. The amount of the loan, once approved, is paid directly to RMIT by the government. Students repay their loan through the taxation system once their income has reached the minimum threshold for compulsory repayment.

To apply for a FEE-HELP loan you must complete a Request for FEE-HELP Assistance form when enrolling, or collect one from the Hub, and lodge it on or before the relevant census date for that semester.

A loan fee of 20% applies to FEE-HELP loans for undergraduate programs.

For more information please go to the government web site at www.goingtouni.gov.au

19 TAFE fees and charges

Government funded TAFE places
TAFE students in government funded places are required to pay a tuition fee in accordance with State Ministerial Directives. The fee is based on the number of nominal hours in which you are enrolled.

A significant tuition fee concession can be granted to students who at the time of enrolment hold a Commonwealth Health Care Card, Pensioner Concession Card or Veteran’s Gold Card (fee concession also applies to the cardholder’s dependent spouse/child). Students must complete the Application for Exemption/Concession for TAFE Tuition Fees form and provide documentary evidence before the tuition fee exemption can be assessed for eligibility. Appropriate evidence includes a Health Care Card and/or a letter from Centrelink defining the benefit. The Application for Exemption/Concession for TAFE Tuition Fees is available at the Hub or you can download a copy from the student forms web site at www.rmit.edu.au/students/forms

Local full-fee-paying TAFE places
TAFE full-fee paying places are not subsidised by the government. Students in TAFE full-fee paying places are required to pay a tuition full-fee as determined by RMIT. The fee is based on the number of nominal hours in which you are enrolled. No full-fee concession is available. To access detailed information about TAFE student fees please go to www.rmit.edu.au/programs/fees
International students

International students are invoiced online on a semester basis and must pay by the due date indicated on their invoice. For information about your payment options please refer to your invoice or go to www.rmit.edu.au/international/payment.

To access detailed information about international student fees go to www.rmit.edu.au/programs/fees.

Visa condition reminders

For the latest information on your student visa obligations please go to www.rmit.edu.au/international/esosstudent.

The Department of Immigration and Citizenship website also lists the obligations for each student visa subclass at www.immi.gov.au/students/students/chooser.

Other fee information

Refunds

Refunds of fees are available in certain circumstances. An administrative charge may be applied. More information is available at www.rmit.edu.au/programs/fees/refunds.

Refund forms are available at the Hub or at www.rmit.edu.au/students/forms.

The international student refund policy is located at www.rmit.edu.au/international/refund policy.

Materials fees

These are various fees associated with courses and programs offered at RMIT. Examples include: field trips; goods or services used to create items which become the property of students; lecture notes; reading material, etc. In most cases the charges are not compulsory but payment is strongly recommended.

You may choose not to pay this fee, but then you will not be entitled to use materials supplied in class. To access detailed information about materials fees go to www.rmit.edu.au/programs/fees/other.

Sponsored students

Students who are sponsored by their employer, or funded by a third party, may wish to have their invoice issued directly to their sponsor. These students must complete a Sponsored Student form available from the Hub or at www.rmit.edu.au/students/forms.

Scholarships

Many of the scholarships offered by RMIT are available, based on financial need or a student’s personal circumstances. There are also scholarships available that are based on your academic ability. For more information go to www.rmit.edu.au/students/scholarships.

Need financial assistance?

Our services will assist to answer your questions, advise you on financial assistance packages and provide you with information, support and referrals. Loans for payment of emergency course-related and living costs may be available to assist you if you are experiencing severe financial hardship.

For help and referrals, contact the Hub on your campus, or the Scholarships and Finance Office:
Tel. (03) 9925 2811
Fax: (03) 9925 9513
Email: scholarships@rmit.edu.au or go to www.rmit.edu.au/students/scholarships.
### IMPORTANT DATES

#### SEMESTER 1

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<td>Australia Day Public Holiday</td>
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<td>FEBRUARY</td>
<td>TAFE – Orientation</td>
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<td>TAFE – Academic Year/Semester 1 commences – standard semester based programs only</td>
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<td>Higher Education Orientation</td>
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<td>MARCH</td>
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<td>Higher Education – Last date to ‘add’ classes for Semester 1 – standard semester based programs only</td>
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<td>Good Friday Public Holiday</td>
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<td>Easter Tuesday Public Holiday</td>
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<td>Census Date (Semester 1) – Last date to ‘drop’ classes without financial penalty and closing date for refunds for cancellations of Semester 1 enrolments</td>
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<td>Higher Education – Last date to lodge Credit Transfer/Recognition of Prior Learning applications with relevant school if you commenced studies at the beginning of Semester 1</td>
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<td>Re–Orientation commences</td>
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<td>APRIL</td>
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<td>MAY</td>
<td>Higher Education – Last date to ‘drop’ classes and/or take a Leave of Absence without academic penalty (Semester 1) – standard semester based programs only (financial liability remains)</td>
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<td>Higher Education – Mid–year provisional examination timetable posted online</td>
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<td>Higher Education – Applications close for registration of mid–year examination clashes</td>
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<td>Equitable Assessment Arrangements registrations close</td>
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<td>Semester 1 ends (most programs)</td>
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<td></td>
<td>TAFE – Mid–year break</td>
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<td>Last day to apply to attend an RMIT Overseas Graduation Ceremony</td>
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</table>
IMPORTANT DATES

SEMESTER 2

JULY
7 TAFE – Semester 2 commences – standard semester based programs only
7 TAFE – Mid-year Orientation commences
14 Official results release date
15–25 Deferred and Supplementary examinations (for Semester 1 2008)
18 TAFE – Last date to 'add' classes (Semester 2) without approval
   – standard semester based programs only
21 Higher Education – Semester 2 commences
21 Higher Education – Mid-year Orientation commences

AUGUST
1 Higher Education – Last date to ‘add’ classes (Semester 2)
   – standard semester based programs only
10 RMIT University Open Day
18 Re–Orientation
31 Census Date (Semester 2) – Last date to ‘drop’ classes without financial penalty and closing date
   for refunds for cancellations of Semester 2 enrolments
31 Higher Education – Last date to lodge Credit Transfer/Recognition of Prior Learning applications
   with relevant school if you commenced studies in Semester 2

SEPTEMBER
1 – 5 Mid–semester break (most programs)
5 Last day to apply to graduate at the Melbourne Graduation Ceremony in December
12 Higher Education – Last day to ‘drop’ classes and/or take a Leave of Absence without academic
   penalty (Semester 2) – standard semester based programs only (financial liability remains)
22 Higher Education – End of year provisional examination timetable posted online
29 Final Year? What Now? – program for students in the final year of study

OCTOBER
3 Applications close for registration of end of year examination clashes
3 Equitable Assessment Arrangements registrations close
13 Enrolment Online opens for re–enrolments for 2009
17 Higher Education – Semester 2 ends (most programs)
20 – 24 Higher Education – Swot Vac week
27 – 31 Higher Education – Examination/assessment period
31 TAFE – Semester 2 ends (most programs)

NOVEMBER
3 – 14 Examination/assessment period – Higher Education and TAFE
4 Melbourne Cup Day Public Holiday
24 On–campus re–enrolments commence for 2009

DECEMBER
1 Official results release date
12 Re–enrolment closing date for 2009
17 Graduation Parade and Ceremony – Telstra Dome
25 Christmas Day Public Holiday
26 Boxing Day Public Holiday
29 Dec. to 2 Jan. 2009

Note:
These dates apply to onshore students only and are subject to change.
Please refer to the web site at www.rmit.edu.au/students/importantdates
for updates during the year.
SERVICES FOR STUDENTS

RMIT provides the following services to help students achieve their academic, personal and career goals.

**Emergency assistance**
- You can contact RMIT Security on any internal phone by dialling x 53333
- You can contact emergency services by dialling 0000 from any phone on campus
- You can contact the Campus Nurse, Email: campusnurse@rmit.edu.au Tel. 9925 2297

**After hours emergency assistance**
If you require emergency assistance after hours (5.30 pm – 8.30 am, Monday — Friday, 24 hours on weekends and public holidays) please call 9925 3999.

**Campus Nurse Service**
- Campus health education promotion
- Advice and management of health issues
- Vaccinations, wound dressing, suture removal, and blood pressure monitoring

**City campus**
Building 13, Level B
Tel. 9925 2297
Email: campusnurse@rmit.edu.au
www.rmit.edu.au/campusnurseservice

**Career Development and Employment**
- Careers counselling and advice
- Preparation for employment programs
- Resumé checking service
- Employment opportunities
- Online employment vacancies (E-jobs)

**City campus**
Building 14, Level 4
Tel. 9925 2078

**Bundoora campus (west)**
Building 202, Level 3
Tel. 9925 7280

**Brunswick campus**
Building 514, Level 2
Tel. 9925 2078
Email: careers@rmit.edu.au
www.rmit.edu.au/careers

**Chaplaincy**
- Drop-in centre
- Regular gatherings to observe and respond to campus and world events
- Referrals and references for a wide variety of religions and faith communities
- Spiritual Centre
- Facilitating social justice and community volunteer opportunities

**City campus**
Building 11A
Tel. 9925 2043
Email: chaplaincy@rmit.edu.au
www.rmit.edu.au/chaplaincy

**Counselling Service**
- Academic issues: special consideration, unsatisfactory progress
- Grief and loss
- Stress management
- Relationship and family issues
- Anxiety and depression
- Drug, alcohol and gambling problems
- Group programs and workshops
- Crisis counselling

**City campus**
Building 43
Tel. 9925 4365

**Bundoora campus (west)**
Building 202, Level 3
Tel. 9925 4365

**Brunswick campus**
Building 514, Level 2
Tel. 9925 4365
Email: counselling@rmit.edu.au
www.rmit.edu.au/counselling
Disability Liaison Unit
- Pre-enrolment advice
- Special entry access schemes
- Confidential consultations
- Services to assist students to access their academic studies, if necessary
- Liaison with university staff and external services
- Training and advice in assistive technology
- Alternatively formatted study materials
- Alternative assessment arrangements

City campus
Building 11, Level B
Tel. 9925 1089
TTY: 9925 3673

Bundoora campus (west)
Building 202, Level 3
Tel. 9925 1089
TTY: 9925 3673

Brunswick campus
Building 514, Level 2
Tel. 9925 1089
TTY: 9925 3673
Email: dlu@rmit.edu.au
www.rmit.edu.au/disability

International Student Information and Support (ISIS)
- Support, advice and assistance
- Liaison with academics and external services
- Cultural clubs, celebrations and events
- Student lounges and information dissemination
- Transition and Orientation activities

City campus
Building 14, Level 4
Tel. 9925 2963
Building 108, Level 3, Room 32
Tel. 9925 1449

Bundoora campus (west)
Building 202, Level 3
Tel. 9925 7280
Email: isis.advisor@rmit.edu.au
www.rmit.edu.au/isis

LEAD Program
(Learn, Engage, Aspire, Develop)
- Build valuable employment skills
- Develop professional and personal networks and opportunities
- Improve leadership skills
- Mentoring, peer assisted learning and volunteer work

All campuses
Building 57, Level 4, Room 13A & B
Tel. 9925 2402
Email: lead@rmit.edu.au
www.rmit.edu.au/lead

International Services
(international students)
- Visa queries, renewals and work visa applications
Email: workvisa@rmit.edu.au
www.rmit.edu.au/international/current

- Pre-arrival information
www.rmit.edu.au/international/preadeparture

- Arrival Services
www.rmit.edu.au/international/arrivalservices

All campuses
Building 108, Level 4
Tel. 9925 5115

Ngarara Willim Indigenous Centre
- Provision of cultural, personal, social and academic support to current and prospective Aboriginal and Torres Strait Islander students.
- Computer/study area facilities

City campus
Building 89, 24 Cardigan St, Carlton
Tel. 9925 4885

Bundoora campus (west)
Tel. 9925 4885
National freecall —
Tel. 1800 05 4885
Email: atsi@rmit.edu.au
www.rmit.edu.au/atsi

Scholarships and Finance Office
- Advice and information on scholarships for students
- RMIT Equity Scholarships
- Range of centrally offered scholarships
- Advice on student financial issues

All campuses
Building 12, Level 4, Room 14
Tel. 9925 2811
Email: scholarships@rmit.edu.au
www.rmit.edu.au/students/scholarships

Student Legal Service
This service offers free and confidential advice and referrals to students on a range of matters including tenancy issues, MET ticket fines and family law. It cannot provide assistance in relation to disputes between a student and the University or between one student and another student.
For appointments please call:
City campus
Tel. 9925 2078

Bundoora campus
Tel. 9925 7820
Brunswick campus
Tel. 9925 2078

Housing Advisory Service
- Information and advice on accommodation options
- RMIT Housing Database: accommodation offers and vacancies
- Information on accommodation, tenancy and housing-related issues
- Free tenancy service and advocacy

City campus
Building 14, Level 4
Tel. 9925 2963

Bundoora campus (west)
Building 202, Level 2
Tel. 9925 6514

Brunswick campus
Contact City campus
Tel. 9925 2963
Email: housing@rmit.edu.au
www.rmit.edu.au/housing

Scholarships and Finance Office
- Visa queries, renewals and work visa applications
Email: workvisa@rmit.edu.au
www.rmit.edu.au/international/current

- Pre-arrival information
www.rmit.edu.au/international/preadeparture

- Arrival Services
www.rmit.edu.au/international/arrivalservices

All campuses
Building 108, Level 4
Tel. 9925 5115

International Services
(international students)
- Visa queries, renewals and work visa applications
Email: workvisa@rmit.edu.au
www.rmit.edu.au/international/current

- Pre-arrival information
www.rmit.edu.au/international/preadeparture

- Arrival Services
www.rmit.edu.au/international/arrivalservices

All campuses
Building 108, Level 4
Tel. 9925 5115
Student Union Council
The RMIT Student Union is the representative body of all enrolled RMIT students. Its aim is to advance the educational, welfare, social life and cultural activities of its members. The Student Union provides information and advice about your rights. The governing body of the Student Union is the Student Union Council (SUC). Refer to the RMIT Student Diary for more information or visit the Student Union web site at www.su.rmit.edu.au

Study and Learning Centre
- Assistance with planning, structuring, referencing assignments
- English and maths/science assistance
- Exam preparation and strategies
- Critical reading strategies
- Note-taking and presentation skills
- Time management
- Numeracy and literacy assessments
- Online Learning Lab
www.dlsweb.rmit.edu.au/lsu

City campus
Building 10, Level 4, Room 2
Tel. 9925 3600

Learning Resource Centre
@ the Hub
Building 12, Level 4, Room 19
Tel. 9925 3600

RMIT Business
Building 108, Level 3, Room 37 or Room 39
Tel. 9925 5651/1420

Bundoora campus (west)
Building 220, Level 2
Tel. 9925 7525

Transition
- Orientation festivals, events and workshops
- University welcome
- Ongoing social and support activities throughout semester
- Returning home program for completing students

All campuses
Building 10, Level 4, Room 13
Tel. 9925 5217
ORIENTATION ACTIVITIES

Orientation is traditionally held in the first week of semester and is all about helping you find your way around RMIT University. Our research shows that students with strong social and academic contacts are more likely to succeed at university. So we encourage you to make the most of your orientation activities. During Orientation there is an academic and social program that is filled with helpful workshops; information on your study program and student life including the arts, sports, clubs and societies. Plus FREE food and entertainment; and heaps and heaps of giveaways.

In short, Orientation is a great opportunity to:
- meet students and staff
- get to know your way around campus and locate key resources
- discover what student services are available to support you during your student life
- join one or more of the many clubs and societies
- become involved in one of the amazing volunteer programs
- gain a better understanding of your program, assessment requirements and academic expectations.

The highlight of the activities is definitely the festival, so make sure that you don’t miss it! To find out more information about specific dates and times of the activities available on your campus go to www.rmit.edu.au/orientation

MORE INFORMATION

For more information about your enrolment, the administration of your program, or student services available at RMIT:
- go to the Hub on your campus (see campus maps p. 23–24)
- email thehub@rmit.edu.au
- telephone the Student Administration Support Line 9925 8980 Monday to Friday, 8.30 am – 5 pm

Helpful RMIT web site links
- RMIT Current Students web site www.rmit.edu.au/students
- RMIT Enrolment www.rmit.edu.au/students/enrolment
- Student Fees and Charges www.rmit.edu.au/programs/fees
- RMIT Campus Maps www.rmit.edu.au/maps
- The Hub www.rmit.edu.au/students/aboutthehub
City campus
Hub at City campus
1. Building 12, Level 4
   Hours: 9 am – 6 pm
2. Building 57, Level 4
   Hours: 10 am – 1 pm
3. Building 108, Level 4
   Hours: 9 am – 6 pm

Disclaimer:
This enrolment publication was prepared in September 2007 by the Academic Registrar’s Office. As details contained in this publication may change, students are encouraged to regularly visit www.rmit.edu.au/students/enrolment for any updates.

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