Your Essential Guide to
OUA at RMIT

in partnership with

Open Universities Australia

RMIT University
Welcome from the Vice-Chancellor and President

On behalf of RMIT University, I’m delighted 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.

Thank you for choosing to study at RMIT—a global university of technology, design and enterprise—that will give you the skills you need to succeed in your chosen profession.

RMIT is dedicated to creating life-changing experiences for you—experiences that will challenge, engage and excite you. For almost 130 years, the University has provided its students with an innovative and practical education and a wide range of research opportunities.

As an RMIT OUA student, you have access to an extraordinary range of opportunities, resources and services.

Through these you can build global networks, gain professional experience and develop your leadership skills.

I encourage you to take advantage of these opportunities to make your experience with RMIT the best it can be.

I wish you every success with your studies and future career.

Martin Bean CBE
Vice-Chancellor and President
RMIT University
Open Universities Australia at RMIT

The Open Universities Australia at RMIT webpage has 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

myRMIT—Your Student Portal

myRMIT is your one-stop-shop for essential information and access to systems including:

— online study resources e.g. Blackboard
— official RMIT announcements
— your RMIT student email account
— news and events
— University library account
— your results.

You will find a link to myRMIT at the top of each RMIT webpage or you can access the system directly at www.rmit.edu.au/myRMIT.

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. p19900408! (DOB 8 April 1990).

For password assistance go to www.rmit.edu.au/its/password.

myStudies

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

www.rmit.edu.au/schools

The RMIT unit codes and titles that you see in myStudies 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 RMIT Connect (see More Information for contact details).
Important Communications from RMIT

During your studies you will receive a number of important communications from RMIT. We will send these to you as official RMIT announcements and/or emails to your RMIT student email account. Make sure you log in to myRMIT regularly to access these communications, which may be related to your studies, student administration and any special consideration applications or academic progress matters.

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.

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.

www.rmit.edu.au/students/enrolment/credit

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.


Changes to Your Personal Details

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

Google Apps: Your RMIT Student Email Account and more

Now that you’re enrolled, you’ve got a new RMIT Google Apps account. It includes 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.

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:
   — submit your query online https://mytechsupport.rmit.edu.au
   — call on tel. +61 3 9925 8888
   — put your IT query to the community via RMIT’s myCommunity at https://community.its.rmit.edu.au.

Hours of operation and locations at www.rmit.edu.au/its/ithelp.
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.

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.

If you wish to apply for special arrangements through the Disability Liaison Unit, it is extremely important that you seek advice by week four of the study period/session.

Notification of special examination requirements later than four weeks before the start of the examination period may result in some of your special requirements not being met.

www.open.edu.au/exams

Results

Results are normally available around five 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.

It is extremely important that you seek advice by week four of the study period/session.

Notification of special examination requirements later than four weeks before the start of the examination period may result in some of your special requirements not being met.

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 a fee waiver, 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/student-support-services/special-circumstances.
More Information

If you have a query about your enrolment or studies at RMIT:
— call RMIT Connect on tel. +61 3 9925 5000 during business hours www.rmit.edu.au/students/connect
— email oua.enrolment@rmit.edu.au.
OUA contact details are available at www.open.edu.au/site-support/contact-us.

www.rmit.edu.au/oua