About this booklet

Starting at university can be daunting at the best of times, which is why RMIT Business has developed this booklet to help you understand the process of enrolling and ensure you have a smooth transition into your study. Please take the time to read this booklet, as it will help to answer some of your questions and outline what you need to do from here.

The information in this booklet was correct at the time of printing. RMIT Business reserves the right to make changes as appropriate.

This booklet was prepared in November 2002 by RMIT Business.
Congratulations and Welcome

Congratulations on receiving an offer to study at RMIT Business, and we look forward to welcoming you to the University.

RMIT University is proud of its 115 year history of providing practical and accessible education and training throughout Australia and around the globe. The University prides itself on the values of professionalism, innovation, leadership and integrity. We trust that you, as a new student, will develop these attributes as you begin your professional study.

The University has three main campuses in Melbourne. One is located here in the heart of the city, one in Brunswick, while the other is located in Bundoora. There is also a campus in Ho Chi Minh City in Vietnam. RMIT University has seven faculties:

- Applied Science
- Art, Design and Communication
- The Constructed Environment
- Education, Language and Community Services
- Engineering
- Life Sciences
- RMIT Business

RMIT Business is the largest faculty and represents approximately one third of the University’s student population. The Faculty has approximately 18,000 students studying in the city and off-shore, mainly in Singapore, Kuala Lumpur, China (including Hong Kong) and Vietnam.

Business Online is the Faculty’s one-stop shop for all your queries relating to student administration, IT support and passwords, and online learning resource access. As well as a Help Desk on Level 3, 239 Bourke Street (Building 108), you can also e-mail or phone Business Online or view the Business Online website. You will also find undergraduate and postgraduate open access laboratories on Level 3. These labs have over 200 high-speed computers with CD-ROM and printing facilities.

RMIT Business comprises five schools:

- The School of Accounting and Law
- The School of Business Information Technology
- The School of Economics and Finance
- The School of Management and
- The School of Marketing

Each School is responsible for a range of programs from certificate courses through to Masters and Doctorates. Of course, each School places considerable emphasis on the important area of research. All Schools are based in Building 108.

You have much to look forward to as you approach the start of a new academic year. RMIT Business is a hard-working faculty, has dedicated staff, loyal and supportive industry partners and, above all, an excellent student body. We hope you accept your offer to study at RMIT Business and we look forward to you joining us.

If you do not want to accept this current offer from RMIT, you do not have to take any further action and need not attend on enrolment day. We wish you well in your future studies.
Information for TAFE/VET students

RMIT Business offers a large range of customised TAFE programs and is a public provider of Vocational Education and Training (VET). These programs develop entry-level work skills for industries such as tourism and hospitality, construction, retail, information technology, metals and engineering, primary industries, business administration among others. TAFE programs are offered from Traineeships and Certificate level through to Advanced Diplomas.

When and how do I enrol in my program?

1. Go to the RMIT website www.rmit.edu.au and use the Search function to find the program you are interested in – familiarise yourself with the program structure
2. Come to RMIT Business on the day and time specified in your letter of offer
3. Attend your Program Enrolment Session (details at the back of this booklet)
4. On enrolment day you will be enrolled in courses (subjects) according to the recommended program structure. The completion of all requirements on enrolment day will constitute your enrolment in the program.

What do I need to bring on enrolment day?

- Your letter of offer
- A pen
- This booklet
- If eligible for exemptions (when you have undertaken additional study for which you can claim credit), download the Credit Transfer form on - address on page 21 (unless you have previously supplied this information), and take to your enrolment day with appropriate documentary evidence. Such evidence includes original or a certified copy of your academic transcript of results, and the syllabus of the course/subject for which you are seeking exemption.

How long will enrolment take?

The duration will vary from program to program. It is also dependent on the complexity of program advice, structure and, where applicable, the consideration of granting credit/exemptions for previous study. You should allow a minimum of two hours.

What if I do not want to study in 2003?

If you do not want to study in 2003, you can apply to defer your place until 2004. This means that your place in the program will be held for you and you will commence at the same time in 2004.
Should I buy textbooks now?

No! It’s not a good idea to buy books before your start your program – wait until classes start before you buy your books. You will be given lists in your first class. For most programs, the number of books you need is minimal.

There are a number of second-hand bookshops around campus and the Carlton area. All textbooks will be available at the RMIT Bookshops – at 330 Swanston Street and in Building 108, 239 Bourke Street.

Website: www.rmitbookshop.com.au

When do I get a student card?

You will be advised at the Program Enrolment Session about arrangements for collecting a student card.

When do classes start?

Most lectures and classes for semester 1 start on 17 February 2003.
Information for undergraduate students

– HECS and Australian fee-paying

When and how do I enrol in my program?
1. Go to the RMIT website www.rmit.edu.au and use the Search function to find the program you are interested in – familiarise yourself with the program structure
2. Come to RMIT Business on the day and time specified in your letter of offer
3. Attend your Program Enrolment Session (details at the back of this booklet)
4. On enrolment day you will be enrolled in courses (subjects) according to the recommended program structure. The completion of all requirements on enrolment day will constitute your enrolment in the program.

What should I bring on enrolment day?
- Your offer letter
- Your tax file number – if you intend to defer your HECS
- A pen
- This booklet
- If eligible for exemptions, download the Credit Transfer form - address on page 22. (unless you have previously supplied this information), and take to your enrolment day with appropriate documentary evidence. Such evidence includes original or a certified copy of your academic transcript of results, and the syllabus of the course/subject for which you are seeking exemption.
- If you received a HECS offer you should bring:
  Your HECS Payment Options Declaration Form
  [You should complete and sign your HECS Payment Options Declaration form before you come for enrolment. When you fill it in, please leave the Student Number or Student ID and Program/Course Code blank – this will be completed at enrolment]

What will happen on enrolment day?
- At a Program Enrolment Session you will receive information about the program structure, courses (subjects) and commencement date of classes and tutorials.
- You will complete the enrolment form.
- You may need to provide proof of citizenship/residency status.
- If a HECS student hand in your HECS Payment Options Declaration form
- Assessment of prior study will be done, if appropriate.
- You will receive a Student Diary and a Student Administration Guide.
What if I do not want to study in 2003?
If you do not want to study in 2003, you can apply to defer your place until 2004. This means that your place in the program will be held for you and you will commence at the same time in 2004.
All undergraduate programs will grant a one-year deferment of study for local students. Applicants should note that entitlement to advanced standing is not automatically granted for any study undertaken during the period of deferment.
If you wish to defer you must indicate your intention to defer on the VTAC infoline or Infonet (see page 16 of the VTAC Guide 2003). You must also complete the University’s Application to defer form and return it with a copy of your offer to the Office for Prospective Students (Tel 9925 1960) in accordance with the instructions in your offer. Your deferment will be confirmed in mail by March 2003. The University will write to you in November 2003 seeking confirmation of your intention to take up your place in 2004. If you do not confirm your intention to do so, you will lose your place.

Do I have to pay any fees at enrolment?
No payment will be required on the day of enrolment.

What fees do I need to pay?
There are two components of fees:
1. Compulsory Non-Academic Fees (CNAF). All Higher Education students must pay this fee, which covers student services and student union activities. An invoice for CNAF will be sent to you after your enrolment. The fees for 2003 are:
   - CNAF full-time (metropolitan): $3.48 per credit point
   - CNAF part-time (metropolitan): $1.98 per credit point
   - CNAF full-time (rural), e.g. Bairnsdale, Hamilton: $0.87 per credit point
   - CNAF part-time (rural): $0.47 per credit point
2. Your tuition fees. This amount will vary depending on whether you have been offered a HECS or fee-paying place.
   - HECS: Details of fees contained in the HECS booklet.
   - Fee paying: Will vary based on the program. Fees are shown in VTAC Guide for 2003.

HECS Students
Please read the enclosed booklet ‘HECS Your Questions Answered 2003’.
This booklet is also available online at: http://www.hecs.gov.au/ausfees.htm.

New Zealanders and holders of Australian Permanent Resident visas
You may be required to pay your HECS Up Front without the 15% discount – see ‘HECS Your Questions Answered 2003’ for details.

Tax File Number (TFN)
Please bring your Tax File Number when you come in for your Program Enrolment Session if you are a HECS student and intend to defer your HECS payment. If you do not have one, you should apply directly to the Australian Taxation Office before you enrol. When you receive your TFN, please advise Business Online.

How do I find out what my timetable is?
You will be informed about this at your Program Enrolment Session.

Should I buy textbooks now?
No! It’s not a good idea to buy books before your start your program – wait until classes start before you buy your books. You will be given lists in your first class. For most programs, the number of books you need is minimal.
There are a number of second-hand bookshops around campus and the Carlton area. All textbooks will be available at the RMIT Bookshops – at 330 Swanston Street and in Building 108, 239 Bourke Street.
Website: www.rmitbookshop.com.au

How do I obtain a Met Travel Concession Card?
Applications forms are available at train stations. You may also contact Business Online on Level 3, Building 108 for a concession application form. A Travel Concession Card entitles the holder to purchase tickets to travel on public transport at half-price.
You are able to buy a card if you are a full-time undergraduate student, and also a citizen or permanent resident of Australia.

Where can I find out about my program?
The Program Enrolment Session will include information about your program. Another important source of information about your program and courses (subjects) is www.rmit.edu.au/bus and follow the links to “Academic Programs”. 
Information for postgraduate students

– Australian Fee-paying Including Postgraduate Education Loans Scheme (PELS)

What if I do not want to accept my offer from RMIT?
You need not attend the enrolment day or take any further action.

When and how do I enrol in my program?
1. Go to the RMIT website www.rmit.edu.au and use the Search function to find the program you are interested in – familiarise yourself with the program structure
2. Come to RMIT Business on the day and time specified in your letter of offer
3. On enrolment day you will be enrolled in courses (subjects) according to the recommended program structure. The completion of all requirements on enrolment day will constitute your enrolment in the program.

What should I bring on enrolment day?
1. Your offer letter
2. A pen
3. PELS form (See ‘How do I pay my fees?’)
4. This booklet

If eligible for exemptions, download the Credit Transfer form - address on page 21 (unless you have previously supplied this information), and submit your documentation to the program administrator on your enrolment day. Such evidence includes original or certified copy of your academic transcript of results, and the syllabus of the course/subject (for previously completed postgraduate study) from which you are seeking exemption.

What will happen on enrolment day?
- At a Program Enrolment Session you will receive information about the program structure and courses (subjects)
- You will complete the enrolment form
- Proof of citizenship/residency status to be provided
- If a PELS student hand in your PELS Payment form; if full-fee student, complete a declaration form
- Assessment of prior study will be done, if appropriate
- You will receive a Student Diary

When do I get a student card?
You will be advised at the Program Enrolment Session about arrangements for collecting a student card.

When do classes start?
Lectures and classes for semester 1 start on Monday, 24 February 2003. Generally tutorials are not held in week 1. You will be informed about this in your enrolment session.

When do I get a student card?
You will be advised at the Program Enrolment Session about arrangements for collecting a student card.

When do classes start?
Lectures and classes for semester 1 start on Monday, 24 February 2003. Generally tutorials are not held in week 1. You will be informed about this in your enrolment session.
What if I do not want to study in 2003?
If you do not want to study in 2003, you can apply to defer your place until 2004. Deferral may be subject to selection officer approval and is not available for all programs. Deferrals are available for one year only and are not transferable to other programs.

To obtain the ‘2003 Application to Defer’ form please contact The Office for Prospective Students, telephone: (03) 9925 2260; e-mail: admissions@rmit.edu.au.

How much do I need to pay?
Postgraduate student fees vary from program to program. Please contact your Program Administrator for further information.

Can I pay my fees on the day of enrolment?
No payment will be required on the day of enrolment.

How do I pay my fees?
Postgraduate students are able to pay their fees in one of two ways:

· Fee-paying
  Students who are not applying for PELS are required to pay their first semester fee by no later than 15 March 2003.

· Postgraduate Education Loans Scheme (PELS)
  PELS is an interest-free loan facility for eligible students who are enrolled in fee-paying, postgraduate non-research courses. It is similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS). This arrangement does not cover CNAF and other University charges.

All Higher Education students must pay the Compulsory Non-Academic Fees (CNAF), which covers student services and student union activities. An invoice for CNAF will be sent to you after your enrolment. The fees for 2003 are:

- CNAF full-time: $3.48 per credit point
- CNAF part-time: $3.48 per credit point

PELS Your Questions Answered 2003
For general PELS enquiries, contact Department of Education, Science and Training (DEST)
PELS enquiry line: 1800 020 108
E-mail: hecs@dest.gov.au

If you elect PELS you will need to bring your tax file number with you when you enrol. Should you not have one, you should apply directly to the Australian Taxation Office before you enrol. When you receive your Tax File Number, please advise Business Online.

Compulsory Non-Academic Fees (CNAF)
Your CNAF covers student services and activities.
Your CNAF is compulsory, all Higher Education students must pay this fee.

How much CNAF do I need to pay?
The CNAF fee is based on the credit point value of a course; courses are generally of 12 credit point value. The charge for 2003 was $3.48 per credit point.

Academic Regulations
All fee-paying students are subject to the same academic regulations as apply to government-funded students. Academic Regulations may be viewed on the RMIT website at http://www.rmit.edu.au/course-admin/operating-procedures/

Should I buy textbooks now?
No! It’s not a good idea to buy books before your start your program – wait until classes start before you buy your books. You will be given lists in your first class.

When do I get a student card?
You will be advised at the Program Enrolment Session about arrangements for collecting a student card.

When do classes start?
Commencement dates for semester 1 classes will vary depending on your Program. Contact your Program Administrator for details.
General Information

RMIT Union

RMIT Union is the main student service provider at RMIT University. The Union enhances the sense of community on campus and helps you make the most of your university experience. By offering social, recreational and cultural opportunities as well as practical support and facilities, RMIT Union helps you complement your academic experience with a rewarding campus life.

RMIT Union provides on-campus facilities such as kiosks, shops, a travel agent, a copy centre, gymnasiaums, video games, theatres, sports facilities, galleries, information centres, lounges and bookshops.

Some of the services provided by the Union include legal advice, taxation advice, a dental service, accident insurance, bag minding, trips away, recreation programs, arts grants, sports grants and community grants.

Student life at RMIT is exciting and diverse. Many activities and events occur throughout the year and there are plenty of opportunities to get involved.

RMIT Union plays a key role in one of the most exciting events on campus – Orientation. The Orientation festival is designed to welcome new and returning students to the University. It is a time of celebration: entertainment, tours, free food, bands, comedians and lots more.

You can visit the RMIT Union website at www.union.rmit.edu.au.

RMIT Student Union

The Student Union is the elected body of students working for students. The aim of the Union is to enhance student life and promote a rich campus culture through events and activities.

To join the RMIT Student Union, you should answer ‘Yes’ to the question of membership of Student Union on enrolment form. There is no charge to become a member. You can join a variety of clubs and societies during Orientation.

RMIT Postgraduate Association (RPA)

The RPA is a student organisation dedicated to the advocacy and general support of postgraduate students at RMIT. Further information can be obtained via http://www.rpa.rmit.edu.au.
What financial support is available?
A student financial adviser can help you on matters relating to Austudy, Youth Allowance, student loans and fees.

What disability support services are available?
Advisory and support services are available if you have a disability. Disabilities can include specific conditions such as epilepsy, chronic fatigue, dyslexia, long-term medical conditions as well as vision, hearing and physical impairments. The University aims to enable you to participate in University life as fully and independently as possible. Information about the range of services may be obtained from the University’s Disability Liaison Unit.

If you have a disability and require adjustments to be negotiated, which will assist you to study in a more equal environment, make contact as soon as possible to arrange a confidential discussion about your needs, so that appropriate support is organised.

Getting Connected, E-mail and the Internet

Student e-mail account
There is an increased reliance on e-mail as a means of communication between the University and students. On enrolment, an email account is automatically generated for all students. You should link all other accounts to your RMIT e-mail to ensure that you do not miss out on any important information.

IT Resources
RMIT Business homepage is at http://www.rmit.edu.au/bus
For Student Information click on “Student Resources”
More detailed IT information can be found under “Student IT Induction Guide”

RMIT Business has two general access Computer Centres located on Level 3, Building 108, 239 Bourke Street.

Opening hours
9 am - 9pm Monday to Thursday
9 am - 6pm on Friday
9 am - 5pm on Saturday
12 noon - 5pm on Sundays and most Public Holidays.

The labs contain more than 200 PCs, as well as printers and scanners. From here you can access the Internet, online course material, network storage drives and applications required for your studies.

Access to computers and IT resources at RMIT requires a Novell Directory Services (NDS) authentication and log in. An NDS account is created approximately 24 hours after your enrolment has been processed.

To log in type your Username and Password
Username is “s” in front of your student number
The default NDS Password is your date of birth in the format YYYYMMDD

For example if your student number is 1234567 and your date of birth is 1st December 1981
Username: s1234567
Password: 19811201

Where do I use the NDS account?
When you want to use a computer at RMIT and Online resources such as
RMIT website – www.rmit.edu.au
The Learning Hub – www.rmit.edu.au/online
Student email – http://studentems.rmit.edu.au
E RMIT Community – http://ermit.rmit.edu.au

To take full advantage of these resources, students are advised to browse through the FAQ and Guided Tour sections.

Getting around in Building 108
The ground floor is Level 2. Classes are held on floors below Level 12.
Locations for rooms on campus are indicated thus: 108.2.22 means Building 108, Level 2, Room number 22.
RMIT Business Online and the School you are studying in can help you on a range of matters, including:

Who can I contact if I need help?
Your student diary, which you will receive at enrolment, contains excellent advice and information including:

- important university regulations
- social and sporting clubs
- Student Union and other services and associations
- Student services
- University libraries and computer facilities, including opening hours
- Applying for special consideration, leave of absence, refunds
- Financial Support Service

Take time to look through your Student Diary – the information it contains can help make your time at RMIT more enjoyable.

Business Online and the School you are studying in can help you on a range of matters, including:
... and responsibilities

Responsibility for notification of current mailing address

Students are advised that they are responsible for ensuring that they advise the University of their current mailing address. Failure to notify the University of your current address will not be accepted as a defence in matters relating to deferred examinations, exclusion etc.

Degree regulations

Students admitted to programs at RMIT Business should familiarise themselves with the program structure and the requirements of the program. Program structures may be reviewed from time to time and amended to incorporate advances in knowledge and to meet changing industry and employment needs. Information on degree and other regulations are available at www.rmit.edu.au.

Responsibility for course choice

Students are advised that, while program advisors will endeavour to give every possible assistance and advice regarding course choice, it is their responsibility to ensure courses selected meet degree regulations and requirements.

RMIT Business contact numbers

This list will help you work out which area to contact for questions about your program or a service.

For all general queries regarding fees, enrolments, services, forms etc.
Tel: 9925 5840

For information and academic advice about your program, please contact the School in which you are enrolled.

School of Accounting and Law
Tel: 9925 5700

School of Business Information Technology
Tel: 9925 5969

School of Economics and Finance
Tel: 9925 5858

School of Management
Tel: 9925 5919

School of Marketing
Tel: 9925 5586

Web addresses for downloading forms

Download Proxy form at: www.studentams.rmit.edu.au/adminform/Proxy_form.pdf

What if I cannot come to enrol at the specified time?

You can arrange for someone (your proxy) to accept the offer on your behalf. Your proxy must bring with them a letter signed by you, authorising your proxy to complete any enrolment procedures on your behalf. Your proxy must attend the Faculty at the time mentioned in the letter of offer and obtain a Confirmation of Enrolment (CoE). Failure to enrol on the day (either by yourself or your proxy) may mean loss of your place at the University.
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<thead>
<tr>
<th>Program Name</th>
<th>Date</th>
<th>Time</th>
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<td>Master of Business in Logistics Management (Full and Part-time)</td>
<td>9 Jan 03</td>
<td>4:00pm - 6:00pm</td>
<td>108 City</td>
</tr>
<tr>
<td>Master of Business in Marketing (Part-time)</td>
<td>12 Dec 02</td>
<td>4:00pm - 6:00pm</td>
<td>108 City</td>
</tr>
<tr>
<td>Master of Business in Organisational Change &amp; Consulting (Part-time)</td>
<td>12 Dec 02</td>
<td>4:00pm - 6:00pm</td>
<td>108 City</td>
</tr>
<tr>
<td>Master of Business in Property (Part-time)</td>
<td>12 Dec 02</td>
<td>4:00pm - 6:00pm</td>
<td>108 City</td>
</tr>
<tr>
<td>Master of Business Leadership (Part-time)</td>
<td>12 Dec 02</td>
<td>4:30pm - 6:30pm</td>
<td>108 City</td>
</tr>
<tr>
<td>Master of E Business (Full and Part-time)</td>
<td>10 Dec 02</td>
<td>3:30pm - 5:30pm</td>
<td>108 City</td>
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<tr>
<td>Master of Finance (Full and Part-time)</td>
<td>6 Feb 03</td>
<td>4:00pm - 6:00pm</td>
<td>108 City</td>
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<tr>
<td>Master of Professional Accounting (Full and Part-time)</td>
<td>10 Jan 03</td>
<td>4:00pm</td>
<td>108 City</td>
</tr>
</tbody>
</table>

*Location 108 City is RMIT Business, Level 3, 239 Bourke Street, Melbourne (RMIT Building 108)