
College of Business

Set Yourself up for Success!



Your quick reference guide for a successful student experience while studying at RMIT College of Business - follow links to find the information you need.

Welcome to the College of Business! Whether for the first time, or a returning student, RMIT is dedicated to ensuring you have the tools to succeed in your studies and your future career.

The Essentials: Checklist

- Make friends!**
Attend a number of student events such as Welcome Day and Clubs Day.
- Meet your academic teaching staff**
Connect with your teaching staff at orientation events and in class.
- Discover your Campus**
Use a campus map and go on a campus tour.
- Make sure you are enrolled & access your timetable**
Make sure that you have enrolled, after which you will be able to access your timetable
- Pay your Fees**
Make sure to note your payment due date, overdue fees and library restrictions can be enacted if you do not pay on time.
- Organise your Student Card**
Log in to myRMIT and select the myDetails tab. Your student card allows you to use library resources, printing and more.
- Check your RMIT Student Email**
Make sure you can sign in to your student email. Check it regularly for important updates.
- Get your Travel Concession Card**
You can print out your concession form from myRMIT
- Access Canvas**
Canvas is your Learning Management System. This is where you'll find your course materials.
- Find your Textbooks**
Find out which textbooks you need.
- Be Safe on Campus**
Download the Safe Zone app.
- Visit Business Central & RMIT Connect**
Business Central can help you with course and program advice, program planning. For student support visit RMIT Connect.

Your Enrolment

Make sure you have enrolled! Follow the below links for specific guidelines on how to complete your enrolment. www.rmit.edu.au/students/new-student-guide/enrol-as-a-new-student

Vocational Education
Enrolment Guide

Higher Education
Enrolment Guide

International Student
Enrolment Guide

Your Program

Do you understand your program structure? Understanding your program structure will help you determine what course you should be enrolling in. You can find your Enrolment Program Structure online and if you should need advice, please visit Business Connect.

Your Courses

Find out exactly what you are enrolling into. Access your course guides online to find out the content you will be covering, assessments, recommended reading etc.

Textbooks

Your courses will have either Prescribed or Recommended Textbook lists, or a mixture of both. Prescribed Texts are ones you are expected to have access to, whereas recommended reading are recommendations to enhance your study. The Campus Bookstore is a not-for-profit company that enables you to purchase new or second-hand textbooks, or rent them. RMIT students can **enter this code at checkout, RMITS218, for a 10% discount on their text-books.**

Alternatively, try searching the Library to see if we hold a copy of the book you require.

Students can order online (small delivery charge) or pick up or purchase from the pop-up bookshop which will operate on the city campus for one week only 16-20 July.

Your Student Card

Your first student card is free. Before you submit your photo for your card, there are just a couple of things you need to know:

- You need to wait 24 hours after you've enrolled.
- You need to have an Australian mailing address.

Log onto myRMIT to submit your photo and request your card. Once your photo is approved, your card will then be posted within 8-10 business days to your Australian mailing address.

Your RMIT Email

Your Google username is your student number followed by @student.rmit.edu.au
For example: s1234567@student.rmit.edu.au

Your default Google password is the letter 'p' followed by your date of birth backwards with an exclamation mark '!' at the end
For example: 28 April 1995 is p19950428!

Find out how to create a personalised email alias and switch between multiple gmail accounts here: www.rmit.edu.au/students/support-and-facilities/it-services-for-students/email

Enrolment Program Structures

Course Guides

Your Student Card

Your RMIT Student Email

Textbooks

Everything you need to know:
www.rmit.edu.au/students/new-students



Important Dates

Learn the dates and deadlines for important activities, such as adding or dropping classes.

To ensure you never miss an important date, you can import RMIT important dates into any application that supports the iCal format, including Google Calendar, which all RMIT students can access.

Follow these steps to add your relevant important dates to Google Calendar:

1. Log in to Google Calendar
2. Click the Add dropdown link in the left-hand menu, under 'Other calendars'
3. Choose Add by URL
4. Copy and paste one of the URLs below into the text field
5. Click Add Calendar

Access the Calendar URLs here

Semester 2 2018	VE Dates	Associate Degree	HE Dates
Teaching Period	2 July - 28 Oct	2 July - 28 Oct	16 - 14 Oct
Last Day to Add Classes	13 July	13 July	27 July
Last Day to Allocate/ Adjust Classes	20 July	20 July	3 Aug
Census Date (last day to drop classes without financial penalty)	31 Aug	31 Aug	31 Aug
Mid-Semester Break	27 Aug - 2 Sep	27 Aug - 2 Sep	27 Aug - 2 Sep
Last Day to drop classes without academic penalty	14 Sep	14 Sep	14 Sep
SWOT vac week 13	---	---	5 - 21 Oct
Exams	29 Oct - 9 Nov	29 Oct - 9 Nov	22 Oct - 9 Nov
Graduation Parade & Ceremony	12 Dec	12 Dec	12 Dec
Semester 1 2019	VE Dates	Associate Degree	HE Dates
Teaching Period	11 Feb - 31 May	11 Feb - 31 May	4 Mar - 2 June
Mid-Semester Break	18-25 April	18-25 April	18 - 25 April
SWOT vac week 13	---	---	3 - 9 June
Exams	10 - 21 June	10 - 21 June	10 - 28 June
Mid-year Break	24 June - 5 July	24 June - 5 July	1 - 21 July

From High School to Uni - What's Different?

Starting a new course and career path after year 12 can be daunting, especially when you add in some massive differences to high school that can be difficult to get your head around.

Independence

You are entering an environment of self-direction and self-discipline. No teachers chasing you for assignments or to turn up to class. But with great power comes great responsibility, make sure to utilise the support available to you to navigate this new change and new freedom. Working on your Time Management skills will make all the difference.

Hundreds of new faces

Chances are you won't be going to the same institution as most people from your year level. You will be meeting hundreds of new people from completely different backgrounds, who don't know anyone either. And this is great, because your Uni or Tafe friends might be some of the best you make, or even your future colleagues and business partners!

Contact hours

Whilst the time you spend in class may vary from course to course, the average student spends around 12 – 20 hours a week at uni or Tafe: this could mean you're there for 2 or 3 days of the week! Even though you may have to juggle a new part-time job and social commitments, it will feel like a blessing having so much flexibility.



Adult-ing

Being over 18 is great. You can vote, work, drive, go out to bars and clubs, move out, or travel while still being a full-time student. This also means you'll probably have a lot more responsibilities with managing costs, and may find yourself having to learn the difficult art of budgeting your life. PSA: RMIT does offer free financial advice to students if you find yourself living off Mi Goreng or the Maccas Loose Change Menu in your first year.

Travel

Calling all aspiring globe trotters and wanderers! RMIT offers dozens of different exchanges, internships and study tour programs all across Asia, Europe, Africa and Oceania and North and South America. FYI these study tours and exchanges all count towards your study, and there's a lot of loans and scholarships available.

[More advice on what to expect from Uni](#)

[How to Survive Uni](#)

Returning to Study - What can I expect?

If it's your first time at uni, or your first time back in a long time, you may have some questions about what it's going to be like.

You won't be the only one: it may surprise you to know that 30% of RMIT students are aged over 25, with many having taken extended breaks to pursue careers, raise families or go travelling before enrolling to continue their studies.

The gap between high school and university could be a few months or a few years, but no matter how long you've been away from study, it's never too late to get back into it.

Top Tips for managing your return:

- Get the Support of those around you
- Plan your time
- Get out of the house
- Be realistic about your expectations
- learn a way that suits your lifestyle
- Don't sacrifice too much for your study
- Keep your end goal in mind

[More advice on returning to study](#)

Where do I Find Help?

Business Connect

(previously known as Business Central)
Building 80, Level 7

College of Business academic administration information and services:

- course & program advice
- program planning
- timetable advice
- business student support
- form submission

03 9925 5380

Mon - Thu, 9am to 5pm

Fri 10am to 5pm

Join the queue:

Text BC80 to 0477 444 555.

You will receive an SMS when it's your turn.

RMIT Connect

Building 10, Level 4

Student administration information & support:

- student cards
- password reset requests
- enrolment & Enrolment Online
- fees and all financial queries
- purchase of academic statements
- counselling, disability support, student wellbeing
- financial, welfare assistance

03 9925 5000

Mon - Thu, 9am to 5pm

Fri 10am to 5pm

Join the queue: Text CITY to

0417 764 183.

You will receive an SMS when it's your turn.

Student Ambassador Social Booth

Foyer, Building 80

Stop by the Ambassador Social Booth to play games, ask questions and meet your peers.



[Submit a query to Connect](#)

Online Learning Lab

Getting Started

Explore strategies to help you transition to tertiary study in Australia.

- New to University?
- Managing my time
- Studying efficiently
- Starting my first assignment

Postgraduate Study

Study and writing requirements of postgraduate study.

- Coursework writing
- Literature review
- Critical reading

Study Skills

Key study strategies needed for successful tertiary learning.

- Mind mapping
- Note-taking
- Exam preparation
- Critical thinking

Improve Your English

Develop your English language skills while you study.

- Tips from students
- Academic word list tool
- Useful websites
- English practice activities

[Online Learning Lab](#)

Study KnowHow Workshops

Introduction to uni study

Develop active, independent learning strategies to make a smooth transition to university studies. Be prepared for lectures, tutorials and writing assignments.

Time management: making the most of your study time

Get organised with your workload and be ahead of the game.

Critical thinking: what it is and why it counts

Develop the higher thinking skills needed to achieve deeper learning.

Computer basics

An introduction to RMIT online resources, including myRMIT, myDesktop, the Learning Lab and the Library website, plus hands-on practice with Microsoft Word, Excel and PowerPoint.

[Study KnowHow Workshops](#)



Settling into Uni Life: Get Involved!

Social Media

Connect to RMIT's social networks, share your experiences and stay up to date with what's happening on campus.

facebook.com/RMITuniversity

facebook.com/RMITstudents

facebook.com/vibe.rmit

youtube.com/user/rmitmedia

instagram.com/rmituniversity

twitter.com/RMIT

linkedin.com/school/rmit-university

www.weibo.com/rmituni

Trips & Tours

Looking for adventure? Or whatever comes your way... like three-course dinners for \$15? We organise cheap trips and tours, so you can see, eat and experience more for less.

Be Curious!

Pay attention to your emails, myRMIT announcements, digital screens and your fellow students- find out what's happening on campus.

Clubs & Societies

Whether it's adventure, new friends or confidence you seek, start here. Browse our clubs by type, follow the prompts, and explore the fun possibilities that await.

Express your creative side, be spiritual, air your opinions with like-minded people or play sport on the regular. Some clubs even give you the chance to travel.

RMIT Sports

Join the RMIT Redbacks community - your home for Sport and Fitness at RMIT.

- Sports Clubs
- Social Sports & Fitness
- Sports Centre

Student Events

Have fun, make friends and make the most out of RMIT. Find out what's on around campus.

Join Your Student Business Association

The BSA (Business Student Association) is your main student association, however each school has a discipline specific group, delivering you key interactions with industry and peer networking opportunities.

- Business Student Association (BSA)
- Accounting Students Association (RMIT ASA)
- Business Information Systems Student Association (BISSA)
- Economics, Marketing & Finance Student Association (EFMSA)
- Management & International Business Student Association (MIBSA)
- Human Resources (HRA)
- Supply Chain & Logistics Student Association (SCSA)



Work Integrated Learning (WIL) & Internships

Applied / Cooperative Education Program Placements

The Cooperative Education Program (Co-op) is the compulsory 8-12 month placement, part of a four-year Bachelor of Business Professional or Applied degree.

You can start your placement in your third year after you have completed a certain number of courses. The Business WIL team supports students in finding a placement and it's never too early to get ready. Visit rmitbuswil.com.au for more information and how to get started!.

Short term internships

All students should gain relevant industry experience as they study at RMIT. Use one of your electives or business minors to find yourself a short-term placement (paid or unpaid) and enrol in the Business Internship Elective Course. This is available to both undergraduate and postgraduate students.

You can work 120 or 240 hours, gain relevant experience and knock off an elective at the same time. Awesome, we know!

Approach local businesses around your area or check out Careerhub (search for "BUSM").

rmitbuswil.com.au

Undertake an unpaid or paid placement under the Business Internship elective course!

Get ahead by undertaking work experience either during semester or in your break.



- ✓ Gain industry experience
- ✓ Add to your resume
- ✓ Earn academic credit

Volunteering

Volunteering at RMIT is a great way to meet new people, develop your skills and get more out of your university experience.

RMIT provides recognition for those students who participate in a LEAD accredited volunteering program while studying. By participating in a LEAD accredited volunteering program you receive specialised training, a LEAD Certificate signed by the Vice-Chancellor and recognition of your contribution on your academic transcript if you complete the training and volunteer hours required.

There are three avenues for volunteering at RMIT:

- Academic Mentoring
- Student Engagement
- Student Representation on RMIT Committees

Volunteer opportunities in the College of Business:

College of Business Student Ambassador Program

Student-Staff Consultative Committees

Student Learning Advisor Mentors (SLAMs)



Your Career

Careers Services

For Jobs and Careers advice drop into the Job Shop or check out the latest jobs and events on CareerHub. Find more online careers advice and services

Jobs on Campus

Jobs on Campus gives you the opportunity to gain paid employment on campus, the program advertises over 500 employment opportunities for RMIT students each year. Campus team will provide you with the tools to create a tailored application. The roles are available on RMIT CareerHub and vary from entry level positions to high level industry specific roles. Securing a role at RMIT will assist you to build skills and gain exposure to industry specific employment and contacts.

Future Edge Program

Future Edge is a university wide job ready program that provides you with the tools to develop your skills and confidence as you approach your future career. It recognises your previous experience and develops it further by offering a wide range of job ready activities and workshops. Sign up now and take control of your career journey:

Careers Information

Future Edge Program

RMIT Job Shop

The Job Shop is your one-stop-shop for everything careers related including careers workshops, resume reviews, job searching advice, jobs on campus and more. Drop in to the job shop at building 10 level 4 room 70 at the RMIT city campus.

Career Fairs and Industry Events

There are multiple careers fairs and industry events throughout the year which can help you network, find internships, volunteer opportunities, cooperative positions, vacation programs and graduate roles. Events include The Big Meet, Internship Fairs, entrepreneurship week, International students week, TechTalk and more. Register for events via CareerHub.

RMIT Mentoring

RMIT Mentoring provides students with a platform to connect with industry professionals, including RMIT Alumni, for one-on-one career guidance and support. For the full suite of mentoring offerings, visit mentoring.rmit.edu.au

Future Ready Events

Future ready events are a wide range of careers activities that help you on the path to careers success after graduation. Events can include industry resume review checks, careers workshops, global study and work experience advice, industry presentations, mock interviews, job searching strategies and entrepreneurship advice.





Global Experiences

RMIT has global work, exchange and study experiences to suit every student at every stage of study and life. The Global Experience Office (GEO) can help you find out what funding is available, where to go and how to get credited for your overseas studies.

Global Leadership (VE, UG & PG)

Develop your leadership style and enhance your cultural intelligence skills with a range of programs in Melbourne. **These programs are free and open to all RMIT students.**

- Melbourne City Challenge
- Online module: Get CQ Ready
- Leadership Forum
- Online Module: Commonwealth100
- Global Leader Experience

Global Leadership Programs

Long Term Experiences (Semester based, UG/PG only)

Exchange Global Partners

Spend 1-2 semesters studying at one of RMIT's 200+ global exchange partners to get credit towards your degree.

Exchange RMIT Vietnam

Spend 1-2 semesters studying your RMIT courses at RMIT Vietnam, with campuses in Hanoi and Ho Chi Minh City.

Exchange Singapore

Spend 1-2 semesters studying your RMIT courses at Singapore Institute of Management (SIM)

Short Term Experiences (UG, PG only)

Study Tours

RMIT courses delivered in flexible terms which include a 2 week faculty-led group travel component. 12 or 24 credit point general electives.

Winter/Summer Schools

2-4 week programs held at exchange partners, counting towards a 12 credit point elective.

Global WIL

Immersive global work experiences, run by third party providers. Complete the 12 credit point Business Internship elective.

Tips!

1. Start thinking about what global options you may want to take during your program, from the day you start.
2. Map out what will fit into your program
3. Start putting some money aside to help fund your adventures!
4. Attend a Global Experience Information session to find out more.

Find out more:

Attend an Info Session

Search Exchange Partners

Financial Assistance

Application Process



Where to Seek Help: Your Union



RUSU = RMIT University Student Union

RUSU has many student run departments including: Activities & Events, Student Rights, Clubs & Societies, Welfare and Education, Post-Graduate, Queer, Women, Sustainability, Indigenous, RMITV & Catalyst Magazine

Compass Drop-In Centre

Compass is an information and referrals service for students experiencing life difficulties.

Compass can help students with...

- homelessness or risk of homelessness
- Centrelink, employment and financial issues
- rental or landlord issues
- mental health
- domestic, family relationship violence
- religious and ethnic intolerance
- alcohol and other substance use
- access to the Compass Cupboard food bank

Student Rights

If you think your student rights are being breached or if you would like to seek support, contact RUSU's free, confidential Student's Rights service.

- Are accused of plagiarism
- Have been recommended for Exclusion
- Are being discriminated against at RMIT
- Have a complaint which is being ignored or dismissed as 'not important'
- Have been denied Special Consideration
- Have an enrolment or fees issue
- Have been identified as 'At Risk'

Clubs & Societies

RUSU meets the diverse needs of students by supporting over 100 different clubs and societies.

Categories include: Spiritual, Cultural, Academic, Social/Special Interest, Political. Each club is run by and for RMIT students and are open for membership to all RMIT students.

rusu.rmit.edu.au/clubs/search

Queer Lounge | FB: RUSUQ
rusu.queer@rmit.edu.au

Women's Room | FB: RUSUWomens
sadaf.hadi@rmit.edu.au

Postgrad department | FB: RUSUPostgrad
mayura.ashok@rmit.edu.au

Vocational Ed Department
hafiuzllah.jan@rmit.edu.au

International Department
anwei.wang@rmit.edu.au

Free Weekly events

Chill N Grill

Thu 12pm - 2:30pm

Alumni Courtyard. RUSU Members bar, featuring bands or a DJ every week to keep the tunes coming.

VE Chill N Grill

Mon (Alternating) from 12pm

Building 57 Courtyard, Orr Street

Healthy Breakfast

Wed from 9.30am

Building 80, Level 2

Yoga

Tue 4.00pm – 5.00pm

RUSU Activity Space,

Building 10, Level 3, Room 59

English Language Workshops

rusu.englishworkshops@rmit.edu.au

Join RUSU

Becoming a member is easy, and it's only \$10 to join annually! Member perks include:

- Discounted entry to RUSU events
- Free members bar at select weekly events
- Discounts at Realfoods Cafes
- Access to exclusive member updates & giveaways

RUSU Front Counters:

City: Building 12 Level 4

web: rusu.rmit.edu.au

FB: RUSUpage

IG: rmit_rusu

SC: rusu_snaps

Academic Integrity

Academic integrity is about honest presentation of your academic work. It means acknowledging the work of others while developing your own insights, knowledge and ideas.

Why is academic integrity important?

Academic work in a university depends on the practice of academic integrity as a core value. It is an important part of academic life for both staff and students, and essential to academic thought and practice. All work produced must acknowledge the sources of ideas presented and cite the original written work which informed it.

Reference Correctly

Using the correct citation and knowing how to reference your work is one of the most important things you can do to uphold your academic integrity.

Referencing Styles: The RMIT Library provides an easy to use guide to different citation styles. Use this site to make sure that you are clearly acknowledging your information sources.

EndNote: EndNote can help you organise your footnotes, citations and bibliographies. [Click here for more information.](#)

Academic Integrity

TurnItIn

Use TurnItIn when submitting assignments to ensure the originality of your work. Turnitin promotes academic integrity by checking that your assignments are your own work and that you have acknowledged the work and ideas used from other sources

Student Responsibilities

Conduct

Find out about:

- types of misconduct at RMIT
- student conduct policy and regulations
- lodging an appeal
- student conduct hearings
- where to get help and advice.

Statement

The statement describes your responsibilities as a student with regards to:

- enrolment
- communication from and with RMIT
- fees and payments
- your student record
- the student declaration.



IT Resources

ITS Helpdesk

Building 80, Level 3

If you encounter any technical problems with your device, log in etc, stop by the ITS helpdesk for face to face assistance.

Computer Access

All students can take advantage of our student computer labs. Alternatively, using myDesktop, you're able to access learning and teaching software, printers and the internet. Think of it as bringing the lab to your mobile device.

Printing

1. Send your document to be printed (use myDesktop if you are printing from your own device)
2. Go to a Ricoh multi-function device
3. Register your card. Already registered? Go to step 4.
4. Swipe your student card on the printer and print.

When you print, you have 12 hours to collect it from a printer. Print jobs are automatically deleted from the print queue after this time.

myDesktop

myDesktop allows you to log in from anywhere, on any device, and access a growing range of free software and apps that are relevant to your studies.

mydesktop.rmit.edu.au

Google Apps

Store your work in the cloud and collaborate with peers. RMIT's Google Apps for Education provides a suite of communication and collaboration tools that can be used in your studies. You can store as many Google files, emails and Google+ photos as you need, up to five terabyte in size.

mit.edu.au/students/support-and-facilities/it-services-for-students/google-apps

Canvas

Use Canvas to access your course content and announcements, submit assignments, and receive your grades and feedback.

There are many user guides and support videos to help you navigate this new space.

rmit.edu.au/students/support-and-facilities/it-services-for-students/canvas



Top 4 IT steps for New Students

1. Change your temporary Password to something unique and secure
2. Make sure your device is set up to access the free campus wifi. Connect to RMIT–University using your RMIT log in details.
3. Access your RMIT myDesktop and free software from wherever you are.
4. Activate your student card on a copier machine to print from any device and collect on campus. You can also top up your print credit at the Library.

Learning Lab

RMIT's Learning Lab is packed with study tips, videos and tutorials that can help you improve your general academic study, writing and maths skills.

Lynda.com

Lynda.com is packed with video tutorials to help you learn software, creative technologies, and business skills to achieve personal and professional goals.

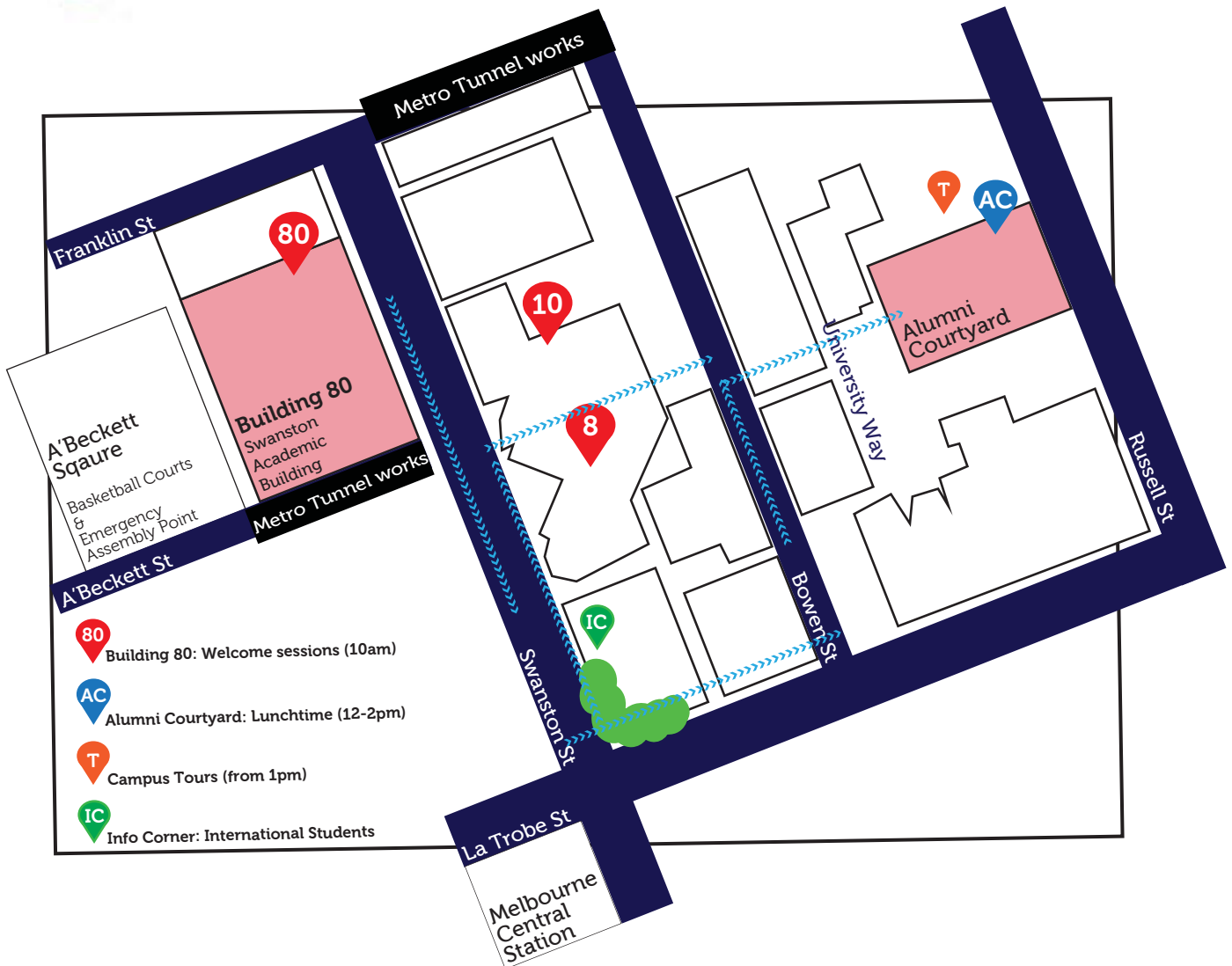
myCommunity

A place for students and staff of RMIT to ask questions, provide answers, share ideas, and more than anything: connect with the RMIT community.

Your Campus



RMIT acknowledges the Wurundjeri people of the Kulin Nations as the Traditional Owners of the land on which the University stands, and respectfully recognise their Elders past, present and emerging.



Your Safety on Campus: SafeZone App

SafeZone is a free app for all RMIT students and staff, that connects you directly to the Security team when you need help on campus.

The app makes it easier for you to contact Security and helps them to respond if you need assistance, by sending your name and location directly to the response team members.

**For all emergencies, you should still first contact:
Emergency Services "000"**

RMIT Security Emergency number 9925 3333

