



# Your Guide to RMIT Postgrad



**RUSU**  
RMIT UNIVERSITY STUDENT UNION

RMIT Student Union acknowledges the Wurundjeri people of the Kulin Nations as the traditional custodians of the land on which RMIT University stands. We pay our respects to their elders, both past and present.

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# Welcome Back

Whether you're a new, continuing, or returning student, RMIT University can be a difficult and complex place to navigate. This orientation booklet aims to ground you with the essential basic facts of student life and inform you of the services that both RMIT University and the RMIT University Student Union provide.

This booklet orientates you to both the services provided by RMIT University itself — its resources and services — and also the particular services, amenities, events, and resources that are provided by the RMIT University Student Union, an organisation run by students for students independent of the University.

In concrete terms this booklet will guide you on how to find help with such things as fees, housing, and welfare on campus. It will help you find where you need to go and which services to contact. It will inform you of things like the location of the Postgraduate Lounge — a study space set up especially and exclusively for Postgrads.

One of the most important things to take away from this booklet and orientation is that now that you are a postgraduate student, RUSU is still for you! You are still invited to all the events and parties we run each week and there will be special events just for Postgrads. We have a dedicated postgraduate department and collective, all of the RUSU services are available to Postgrads. So don't be shy, get in touch, you never know what RUSU can do for you.

[www.facebook.com/RUSUPostgrad](https://www.facebook.com/RUSUPostgrad)  
[www.rusu.rmit.edu.au/postgraduate](http://www.rusu.rmit.edu.au/postgraduate)

# RMIT University for Postgrads

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Endless amounts of reading, never-ending assignments, massive dissertations, even larger theses, lit reviews, methodologies, data analysis, trust me it is okay to not feel ready for all of this. Whatever level of study you are enrolling in it will be a massive undertaking and you will need some help.

However at home you may feel at RMIT things will be different over the next few years of postgrad study and it might be time to investigate some of RMIT's student services that might be able to lend a hand. For students who know what life at RMIT is like, treat this section as a little refresher; you've been here long enough to know how to get a student card but do you know where to find help with specific postgraduate study skills or how to get careers advice for postgrads? If the answer is no take time to look over this section, there will be stuff that you know already but we bet you take away something new too.

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# The Basics

**General RMIT information  
that all students, including  
post-grads, need to know.**

## RMIT Connect and Student Cards

Most HDR Students are lucky enough to have an HDR Administrator within their school that can help them with the administrative elements of study at RMIT. For you postgrad by coursework students, find RMIT Connect on your campus and prepare to spend a lot of time there over the next few years!

RMIT Connect can help students with all kinds of queries regarding enrolment, timetabling, fees, form submission etc.

For HDR and coursework students it is also where you get your student card. When you go, you will need to provide your student number and some photo ID. They'll be taking your photograph for the card on the day, be prepared for a photo. If you have not provided it already, RMIT Connect staff will ask for a declaration of citizenship/immigration status.

Visit the RMIT Connect website for locations and contact details.

RMIT has rules about student responsibilities in relation to your student card, you can find out more about these rules by visiting [www.rmit.edu.au/students/cards](http://www.rmit.edu.au/students/cards)

## MyRMIT

You should use your RMIT username and password to log into myRMIT via [www.rmit.edu.au/myrmit](http://www.rmit.edu.au/myrmit) or the link at the top of every page of the RMIT website. There is a mobile version for smartphones and tablets and there is free wi-fi on campus too.

From myRMIT you can access:

### Homepage

**RMIT announcements** – official communications from RMIT.

**Email** – displays the number of unread emails in your RMIT student email account along with a direct link to Gmail.

**Latest news and events** – information about RMIT news and events.

**Related links** – a direct link to the Students website, which has loads of info on student admin, study resources and student services.

### Ask RMIT

Ask RMIT is the University's FAQ (frequently asked questions) service that lets you ask a question as well as search the existing answers to previous queries.

## MyStudies

**Programs** – displays the programs in which you're enrolled, and links to study resources, such as Blackboard.

**Courses** – displays the courses in which you're enrolled.

**Library** – provides details of your RMIT University Library account

## MyClass Timetable

Once you've scheduled your class timetable in the Student Timetabling System, this tab will appear. It contains your personalised class timetable. For research students this will show any coursework subjects you need to take – such as Research Methods.

## MyExam Timetable

If you have exams scheduled they will be appear in this tab following the release of the provisional exam timetable each semester. For research students this will show any coursework subjects you have exams for.

## MyResults

View your assessment marks and grades and your results from previous semesters.

## MyDetails

Check the personal details RMIT has for you on file. From here you can also update your personal details.

## MyResearch

HDR Students will also have a myResearch tab which has links to details of your HDR candidature.

# Enrolment

If you are reading this hopefully you have managed to enrol for this semester at RMIT. Whether your first enrolment was paper based or online you'll need to be prepared to go through this process a few more times before the end of your degree. You'll need to re-enrol in your degree at the start of each semester, which you can do by logging in to myRMIT and choosing to enrol online. Then go to 'my current program' and click the enrol button for the program or subjects that you want to enrol in.

There are specific dates that are the deadlines for adding and dropping classes. There are also deadlines for dropping subjects without financial penalty. You can find all of these dates on the RMIT website:  
**[www1.rmit.edu.au/students/he2017](http://www1.rmit.edu.au/students/he2017)**

# International

International students have a few extra boxes to tick when they are starting out at RMIT. First off you will need to register with RMIT International. If you are studying here as an international student, prioritise locating INFO CORNER. It's the home of RMIT International and the staff there can give you help and advice on student visas, sponsorship and scholarship options, enrolment and much more.

You can find info corner on the ground floor of Building 22, 330 Swanston St, Melbourne CBD.

For general information about being an International student at RMIT visit: [www.rmit.edu.au/internationalsupport](http://www.rmit.edu.au/internationalsupport)

You can also access RMIT's arrival guide which will give you loads of pointers on how to get started in Melbourne. If you want the quick version of that page here are the top 5 things to get sorted:

Get a bank account – the quicker you do this the less identity points banks require for you to set up an account

If you are here on a student visa check that you have health insurance – then check again, it is a requirement of a visa. Find out the

location of your insurance provider and how you should make a claim

**Get a Myki** – Myki is the electronic ticketing system on Melbourne's public transport system. You can buy a Myki from a Seven Eleven or the main train stations. Trains, trams and buses all run in Melbourne, jump on the Public Transport Victoria website to get to know the public transport near you.

Get a Tax File Number – If you are planning on staying in Australia for more than six months or you plan to earn money in Australia or if you plan to earn interest on money in your Australian bank account, you should get a Tax File Number (TFN). To apply for a TFN you should visit the Australian Taxation Office. Once you have a TFN, let your bank know.

Get involved – culture shock can be very real for first time students in Australia the best way to fight it is to resist the urge to retreat into your room and to get to know your new home. You can get loads of great ideas right here: [www.insiderguides.com.au/student-guides/international-student-guides/melbourne/](http://www.insiderguides.com.au/student-guides/international-student-guides/melbourne/)

## Student Emails

Your student email address is **studentnumber@student.rmit.edu.au**. You can access your student email via myRMIT or Gmail (if you log in via Gmail you will need to use your entire email address as the username). RMIT will send all information relating to your studies to this email account and they expect you to check it at least twice a week. Invoices for fees, messages from course coordinators, tutors and supervisors, library notices and assessment feedback are just some of the important emails that you will receive from RMIT if you can check your emails regularly.

## Printing

Print accounts are automatically set up for each student. Your printing account is linked to your RMIT network ID and password.

A credit balance is required to use your student account. Check with your school if they provide you with print credit at the start of your semester. If you are an HDR student on a RMIT scholarship it may be that

your owning school will cover your printing costs. Top-up payments can be made at RMIT Connect, online at **[www.rmit.edu.au/students/printcredits](http://www.rmit.edu.au/students/printcredits)** and after hours at ITS service points.

All RMIT computers are networked to a universal print queue. When you go to print your document you will need to swipe your student card in the printer to release the documents linked to your student number. Remember that RMIT will delete unreleased documents after a few hours.

The first time you use a printer at RMIT you will need to swipe your student card and then enter your student ID and password when prompted. Once you have activated your account you can print from any device at RMIT by using myDesktop and choosing the RMIT Global print queue as your printer option.

When you send your document to print will be stored in the print queue for 12 hours. You will need to print the document at a printing station before the 12 hours is up or your document will be lost.

# Building Numbers

To find every lecture, tutorial, supervisor meeting or lab that you need to attend you will need to decipher RMIT's building numbers. Each building number has three parts:

**000.00.00**

**building number . level . room number**

The number 012.09.17 means building 12, level 9, room 17. Double check meetings in building 80 and building 8, loads of students have turned up for lectures in building 8 (008) when they should be in building 80 (080)- it's an easy mistake to make.

# Information Technology

IT can do a lot more than just change your email password and fix problems in computer labs (by the way you can find a list of computer labs here), they organise loans of a wide range of A/V recordings, provide advice and training on Google apps and assist with software, email and network issues.

The IT Service desk provides help

and support on a range of issues via phone, email and face-to-face.

## **Swanston Academic Building (SAB)**

Building 80 Level 3

Monday to Friday 8.00am to 8.00pm, and Saturday 8.30am to 4.30pm.

## **Bundoora Library**

Monday to Friday 9.00am to 5.00pm

## **Brunswick Library**

Monday to Friday 9.00am to 5.00 pm

## **Carlton Library**

Monday to Friday 9.00am to 5.00 pm

(Due to the NAS project, the service point in Swanston library will reopen TBA).

# Security

RMIT Security staff have a 24 hour presence on campus and can help students out in a number of ways.

If there is a security emergency you should contact security on **9925 3333** (your phone) or **53333** (internal phone) and someone can come and let you in.

Where possible, security at RMIT can escort students to their cars or the nearest public transport. To request this contact Security on:

## City

**(03) 9925 2051** (business hours)

**(03) 9925 3895** or **0428 530 896**  
(after hours)

## Brunswick

**(03) 9925 9170** (business hours)

**0412 313 230** (after hours)

## Bundoora

Bundoora West: **(03) 9925 7599** or  
**0407 812 857** or **0418 551 814**

Bundoora East: **(03) 9925 6049**

## Safezone App

Visit the app store to download the  
Free RMIT Safezone App

## Extra Information

For extra tips on how to stay safe on  
campus visit:

**[www.rmit.edu.au/security](http://www.rmit.edu.au/security)**



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# Academic

Academic information  
specific to postgrad students.

## Get to know your school

These days a postgrad qualification is about a lot more than just turning up, completing your work, collecting your degree and leaving. Both research qualifications and professional entry masters degrees will require you to get to know your School. You will need to know your lecturers, tutors, supervisors, HDR coordinators, administrators and peers. Much of further study and academia relies on relationships so get ready to network. It's an important skill for all you masters by coursework students and if you are a research student get ready for your School to become your second (and occasionally your only) home.

Be friendly, ask questions, introduce yourself and get involved by attending inductions and information sessions. You might be meeting your future supervisor, the administrator who can fix any enrolment issues you might have, an academic who will end up on a milestone review panel or a tutor who shares a passion for your area of academic interest and can point you in the right direction for developing your research or minor thesis.

Lots of Schools run induction days for their research students or have induction or FAQ sections on their

websites for new students. Search for your School on the RMIT website and have a look at some of the resources available for students. There might be links to scholarship and funding opportunities, lists of conferences hosted by your School, postgraduate only overseas study tours or special electives and specific areas of research collaboration.

## Study and Learning

The RMIT Study and Learning Centre offers a range of support services for all students including specific workshops for postgraduate students. These workshops are held throughout the year and are designed to build study skills, improve assignment planning, develop referencing skills and provide advice on online library searches.

If you head to **[www1.rmit.edu.au/studyandlearningcentre/postgraduate](http://www1.rmit.edu.au/studyandlearningcentre/postgraduate)** you can read all about the different resources available. There are also a number of free, hands on workshops offered for postgraduate students preparing to study, that cover topics including Effective, Critical Reading and Note making, Writing Postgraduate Essays and Reports, Writing a Review of the Literature.

## Postgraduate Study Areas

Each library site across all RMIT campuses has computers and study rooms that you can reserve using BookIt.

Postgraduate study rooms are available for a maximum 4 ½ hours per person, per day.

Note - Your booking will expire after 15 minutes if you do not turn up.

You can make bookings up to 2 weeks in advance, and you can cancel your bookings at any time.

For more information visit:  
[www1.rmit.edu.au/library/computers](http://www1.rmit.edu.au/library/computers) and <http://www1.rmit.edu.au/library/study-rooms>

## Student Lounge

RMIT also offers a lounge exclusive to Postgrad students with lounges, desks, chairs and booths.

**Building 13, Level 2, Room 24**  
**Monday to Friday, 8am–9pm**  
**Weekends, 8am–4pm**

## Learning Lab

RMIT also offers an online learning lab with plenty of resources for all postgraduate students. [www.emedia.rmit.edu.au/learninglab/content/postgraduate-study](http://www.emedia.rmit.edu.au/learninglab/content/postgraduate-study)

The Learning Lab has sections specifically designed for postgrad by coursework and research students including information on what to expect doing a postgrad by coursework and how to get started with your research degree.

There are extensive sections on research writing individually and in a writing group and a guide to minor thesis writing for postgrad by coursework students. There are also plenty of resources dedicated to writing a literature review and critical reading.

## RMIT University Library

You lucky postgrads get better Library privileges than the average student! You'll be able to borrow up to 30 items, can borrow general collection items for up to four weeks, can access short loan items and closed reserve items, cross campus ordering and the Document Delivery Service.

You can renew items via your online Library account and you will incur fines if items are not returned on time. So far, so obvious but what about all the extra services the Library offers for postgrads.

## Liaison Librarians

Liaison Librarians are subject specialists and are an incredibly useful resource for research students. They can guide you through the content of the collection and discuss ways to improve your research skills to ensure you get the most out of what the Library has to offer. They can help you find the accurate, up-to-date and relevant information you need: [www.rmit.edu.au/library/librarians](http://www.rmit.edu.au/library/librarians)

For students within the College of Business you can find contact details for Liaison Librarians with a vast range of specialities (e.g. marketing, finance, economics, accounting and IT) by following this link: [www.rmit.edu.au/library/librarians/bus](http://www.rmit.edu.au/library/librarians/bus)

Design and Social Context students can find librarians who specialise in the areas of art, architecture, education, design, fashion and social studies) right here: [www.rmit.edu.library/librarians/dsc](http://www.rmit.edu.library/librarians/dsc)

If you are a student in the College of Science, Engineering and Health go to find specialists in aerospace, mechanical engineering, computer engineering, biotechnology, health sciences, geospatial science, life and physical sciences: [www.rmit.edu.library/librarians/dsc](http://www.rmit.edu.library/librarians/dsc)

## Library Subject Guides

Library subject guides provide an introduction to a vast range of subjects and details the Library's resources on that topic. They are updated frequently and provide a great repository of information to assist in your research. There are over 150 different subject guides currently available on the RMIT website, search for one that is relevant to your area of study.

Locate the Library site on your campus by clicking this link or head to [www.rmit.edu.au/library/subjectguides.it](http://www.rmit.edu.au/library/subjectguides.it)

## Policies

When you accept your offer at RMIT you are agreeing to abide by RMIT's policies and processes. We're not going to lie to you, there are 100's of policies at RMIT. Some will be applicable to you and some won't, it's hard to know when you might need to know more about the policies that govern your studies and when you won't. For research students the vast majority of policies that will directly affect your studies can be found here.

For both coursework and research students check out the academic policies page: <https://tinyurl.com/jk58wpa>

The assessment section applies

to coursework students and the coursework components of research degrees; every other section will be applicable to all students or will have policies for coursework and research students. It's a useful place to start if you want to try and establish what your rights and responsibilities are in relation to a particular process. Don't ever feel alone in negotiating this process. The Student Union has student rights officers who can help you with this, there's more on how to contact a student rights officer later in this guide.

## Assessment

As postgraduate students there are two big assessment differences that set you apart from your undergrad counterparts – milestone reviews + examination and the minor thesis.

Research Students – Milestone Reviews – You will have three milestone reviews throughout your studies at RMIT:

- **Confirmation of Candidature**
- **Mid-Candidature Review**
- **Completion Seminar**

At each of these you will submit the written component of your research and present a summary of research and your progress to a Review Panel. You will take questions from the Review Panel and the wider audience. You will be assessed and graded by the Review Panel. If you successfully complete

your Completion Seminar you will need to submit your research for Examination. Three examiners will be appointed to independently assess the work and prepare assessment reports. Students may be assessed by oral presentation and/or examination, especially where work is submitted by Project or where an internal examiner is used in the examination process.

Coursework Students - Minor Thesis – As well as submitting coursework you will have to complete a minor thesis. This will help you develop the critical skills of research. Whilst the length of a minor thesis will vary from course to course you will be conducting research in order to contribute to knowledge in your field. You will need to utilise relevant literature, develop an appropriate methodology and work with a supervisor to present a proficient, professional piece of work.

## Scholarships

There are many Scholarships available to postgraduate students at RMIT. While most have relatively strict eligibility requirements (based on age, nationality, study area, academic achievement etc.) it is worth taking half an hour to read up on available Scholarships to see if you can apply for any of them.

RMIT Scholarships for Postgrad by

Coursework students can be found at: [www.rmit.edu.au/scholarships/pgcoursework](http://www.rmit.edu.au/scholarships/pgcoursework)

RMIT Scholarships for Research Students can be found at: [www.rmit.edu.au/scholarships/research](http://www.rmit.edu.au/scholarships/research)

All external scholarships for Coursework and Research Students can be found at: [www.rmit.edu.au/scholarships/external](http://www.rmit.edu.au/scholarships/external)

## School of Graduate Research

The School of Graduate Research (SGR) provides support to research candidates throughout their postgraduate research degree. The SGR Staff provide a variety of services and support for the wider Higher Degree by Research (HDR) community. SGR can be found in:

Building 91, Level 2,  
110 Victoria Street Carlton

Phone: **(03) 9925 8356**

SGR are open for general enquiries between 2–4pm, Monday to Friday. For more complex enquiries or if you can't attend during those hours, contact SGR to make an appointment.

The full list of SGR contacts can be found here: [www.rmit.edu.au/](http://www.rmit.edu.au/)

[research/phds-and-other-research-degrees/school-of-graduate-research/contact-us/](http://www.rmit.edu.au/research/phds-and-other-research-degrees/school-of-graduate-research/contact-us/)

### Services Provided by SGR

The School of Graduate Research is the central administration point for research degrees. They process research applications, manage the selection and payment of APA scholarships, coordinate HDR examinations and graduation, monitor the performance of HDR students and reviewing the management of HDR candidates. You can find out more information about all of these things on the SGR Website.

The School of Graduate Research runs a fantastic professional development program for all research students, called PhD up!

The PhD Up! Workshops provide practical advice and information to research students which can help you to build practical research skills, negotiate HDR policies and procedures, improve your understanding of key stages in your candidature such as ethics approval, milestone reviews and examination and prepare you to study at RMIT as a research student. The PhD Up! workshops run all through the year and further information, as well as pdfs and/or mp3s of previous workshops are available via the past presentations webpage. Visit: <https://tinyurl.com/j4ymhea>

Each College at the University also runs various events and skills workshops for their Higher Degree by Research students throughout the year.

## Research Student Information

### Supervisors

Most Schools have an HDR Coordinator who has a comprehensive understanding of the availability and research strengths of all supervisors within their school. These academic staff should be contacted prior to any application being made for a research place.

The following are lists of Higher Degrees by Research (HDR) supervisors and their areas of research expertise. They are intended for use by current and prospective research students seeking a potential supervisor.

Business: [www1.rmit.edu.au/research/search-supervisors/bus](http://www1.rmit.edu.au/research/search-supervisors/bus)

Design and Social Context: [www1.rmit.edu.au/research/search-supervisors/dsc](http://www1.rmit.edu.au/research/search-supervisors/dsc)

Science, Engineering and Health: [www1.rmit.edu.au/research/search-supervisors/seh](http://www1.rmit.edu.au/research/search-supervisors/seh)

Other areas: [www1.rmit.edu.au/research/search-supervisors/other](http://www1.rmit.edu.au/research/search-supervisors/other)

All research students must rely upon their supervisors and it is very difficult to successfully get started or complete a project without a good working relationship with a supervisors. Your supervisors will have a working knowledge of your project and its background or related areas and are vital to the success of your project. These people can put you in touch with valuable sources, ideas, books, debates, may suggest approaches that you have not thought of.

There are mutual obligations for both supervisors and students. The supervisor is expected to act as your mentor:

- **meeting you regularly**
- **reviewing progress**
- **making specific suggestions and comments on your written work**

Your responsibility as a research student includes making sure that you are available to meet regularly with your supervisor, and that you note down and act upon the feedback or advice provided. At your meetings with your supervisors your progress will be monitored so it is important that you talk to your supervisor in depth about what they expect you to achieve between meetings. Make sure that you raise issues that are important to you and ask for feedback in areas they might have missed where you feel you need extra guidance.

Take notes in the meetings and type them up afterwards, it will help to consolidate the discussion in your memory. You can email your notes to your supervisor to make sure that they agree with what you feel the meeting outcomes were. Try and think about discussions (feedback on work, future issues that may arise, planning for the next stage of candidature) and actions (what work you need to complete and when by, what your supervisor will do to assist you, what you will talk about in the next meeting). If you both understand exactly what you should be doing next, it is less likely that you will have problems in the future.

## Needs analysis

All new candidates at RMIT will need to complete a Needs Analysis with their Senior Supervisor(s). A needs analysis is a great opportunity to make sure you get the support you need to complete your candidature. Think carefully about the kind of resources your research will require, the University has a Minimum Resources Policy and this is a list of resources available for every research student but you can use the needs analysis form to ask for additional equipment and/or assistance.

If you have a disability that requires specialist learning aids you can

choose to register with the Disability Liaison Unit (DLU) and request resources through that department rather than on your needs analysis form (see page 27 for more information).

## Ethics approval

RMIT practices research in accordance with Australian Code for the Responsible Conduct of Research and you will need to establish whether or not you will need Ethics Approval in order to conduct your research (your supervisor can help you with this). If you do need ethics approval there are lots of resources provided by RMIT that can help you.

If you are planning on handling personal information you should look at the University's definitions and background information page on the topic.

As part of the PhD Up! program coordinated by SGR, training on preparing an ethics approval application for students conducting research involving human participants will be held on the 1st of March from 2.00pm–3:30pm. Places are strictly limited, so contact **research.ed@rmit.edu.au** to book your place, or to inquire about more workshops in the future

Every student should read the Ethical Issues and Responsible Practice Policy even if you don't need ethics approval.

You can also contact your school's Ethics officers:

### **BUSINESS**

All enquires and applications should be directed to the BCHEAN Secretary, Kristina Tsoulis-Reay and Chloe Patton at

**BCHEAN@rmit.edu.au.**

### **DSC**

All enquiries and applications about Human Research Ethics approval are to be directed to the CHEAN secretary, Dr David Blades, at

**dscethics@rmit.edu.au.**

### **SEH**

Secretary – Mary Duffy; email:

**SEH-Human-Ethics@ems.rmit.edu.au**

## **Financial support for research costs**

There are a number of options for getting extra support to cover costs associated with your research.

The Higher Degree by Research Conference Grant can award up to \$2000 for a student to attend and present at a conference overseas or in Australia.

The College of Business has a Student Support Fund to provide financial assistance to research students.

You can also speak directly with your supervisor and your School about any research funds or grants that you may be eligible to apply for.

## **Intellectual Property**

The RMIT Intellectual Property (IP) Policy states that RMIT University does not normally claim ownership rights of the intellectual property which results from an RMIT program. However, circumstances may exist where RMIT University or another body may have an interest in that intellectual property. Determining IP can be a complex matter and it is the responsibility of a research student and supervisor (and any external parties if necessary) to discuss and agree upon any IP relating to the research. You should talk to your supervisor about IP and the start of your studies and together you can seek advice from the relevant business development unit of the College or the University's Office of Research and Innovation.

For more information on IP, check out the Higher Degree by Research Intellectual Property Policy.



# Support & Wellbeing

Where and how you can get support while studying at RMIT, including wellbeing services.

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# Student Support

The RMIT Student Wellbeing Advisory Services offers practical advice and support about accommodation, finance, international student support and legal issues.

Student Wellbeing Advisory Services are free and confidential for all current students.

Email:

**student.wellbeing@rmit.edu.au**

To book a confidential consultation with a Student Wellbeing Advisor, telephone or drop in:

City: Monday-Friday 9am-4.30pm  
Building 14, Level 4 **+61 3 9925 2078**

Brunswick: Wednesday-Friday 9am-5pm Building 514  
**+61 3 9925 2078**

Bundoora West: Monday-Friday  
9am-5pm Building 202, Level 3  
Bundoora **+61 9925 7280**

Phone City and Bundoora West from Bundoora East Cafeteria: Building 251, Level 2

Here are some of the things the Student Wellbeing Advisory Service can help you with:

## Accommodation

Discover the suburbs of Melbourne, accommodation options, what to consider before you start renting, checklist to moving house, how to settle housing disputes.

## Finance

Help with Centrelink payments, starting a job, taxation, budgeting, how to save, debt, scams, applying for scholarships and emergency financial assistance.

## International Student Support

Support for international student includes advice on making cultural and social adjustments, studying successfully and providing referrals to services internally and externally to RMIT. For advice on admissions and visas students should contact Info Corner and read about their visa conditions online.

## Legal

Legal advice and referrals regarding a range of concerns including penalty notices, traffic accidents, court summons, victim of crime situations, police matters, domestic violence and stalking. Before an appointment with a lawyer you need to submit an online inquiry.

## Careers

The RMIT Careers service can be useful to both research and coursework postgrad students. Whilst a fair few of you researchers will have a career in academia in mind, there are still career advice opportunities available. For students planning to move into industry/professional practice after their study the Careers service hosts numerous events like careers fairs and industry expos as well as information sessions on Government funding for new enterprises, volunteer and internship schemes and much more. Check out the RMIT Careers events calendar for more details of what's available.

The Careers section of the RMIT website contains a Careers Toolkit which can help all students brush up on interview techniques, improve their ability to define and respond to selection criteria and develop their CV. It also features videos and interviews with industry professionals on what they look for in a new employee and how to prepare for every step of the application and interview process.

Go to the Careers website at [www.rmit.edu.au/careers](http://www.rmit.edu.au/careers) for access to all of this and more including a global database of jobs for students and graduates and individual careers counselling sessions

## DLU (Disability Liaison Unit)

The DLU assists students with a disability, long term illness and/or mental health conditions (including depression and anxiety) that affects their ability to study. The DLU achieves this by providing course materials in different formats, can recommend that RMIT make reasonable adjustments to assist students with a disability (additional time during exams, providing note takers, the use of a computer, ergonomic furniture in exams etc) and can provide enabling staff to work with students in lectures and tutorials. The DLU also offers technical aids such as voice recognition software, screen reading software and screen magnification software.

To access these services students must be prepared to disclose their disability to the DLU (often they are require to provide documented proof of a disability).

Contact DLU via RMIT Connect on (03) 9925 5000

Need some face-to-face information and advice? Drop-in and see DLU at (Building 8, Level 5, just outside the new library entrance) between 1.30–3.30pm, Monday to Friday. or Bundoora, RMIT Connect (Building 202, Tuesday 11:30am – 12:30pm).

This service is for quick (10–15 minute) enquiries only. You do not need an appointment to use the drop-in service.

For more detailed discussions, or to register with the DLU, you will need to book an appointment with a Disability Advisor.

You can visit the DLU in person at:

City campus: RMIT Connect, Building 8, Level 4

Bundoora campus: RMIT Connect, Building 202, Level 2

## Indigenous Students

Designed to support and encourage Aboriginal and Torres Strait Islander Peoples through their studies, the Ngarara Willim Centre provides a gathering place for students and offers a range of facilities and services. At the centre there are computers, kitchen facilities and a TV/lounge area. The centre frequently runs indigenous events, provides special orientation programs and information on indigenous scholarships.

Visit: Building 5, Level 1, Room 5, off Bowen Street, City campus

Phone: +61 3 9925 4885 or

Free Call: 1800 054 885

Fax: +61 3 9925 4887

Email: [ngarara@rmit.edu.au](mailto:ngarara@rmit.edu.au)

Address: Ngarara Willim Centre, GPO Box 2476V, Melbourne VIC 3001, Australia

You can also visit the RMIT webpage [www.rmit.edu.au/ngarara](http://www.rmit.edu.au/ngarara) to find additional information for indigenous students at RMIT.

## Childcare

RMIT provides childcare at the City Campus Children's Centre and through a parent-run cooperative at the Bundoora Numdaji Kwei Children's Centre.

The City Campus Children's Centre operates from 7.45am-5.45pm, Monday to Friday. Students should contact the centre to make fee and availability enquiries.

97-105 Franklin Street, Melbourne

**(03) 9662 1295**

**[childcare.city@rmit.edu.au](mailto:childcare.city@rmit.edu.au)**

The Bundoora Numdaji Kwei Children's Centre operates from 7.45am-6.00pm, Monday to Friday. Regular bookings are for full day or half day only. Half days are from 7.45am-1pm or from 1pm-6pm. Students should contact the

centre to make fee and availability enquiries.

McKimmies Rd, Bundoora

**(03) 9925 7276**

**nk.cc@hotmail.com**

## Health

It's pretty safe to say that once you start postgraduate studies all your other priorities are going to slide a little. What's important to remember is that run down, exhausted, malnourished students don't write great theses which is why you need to check out the RMIT Health webpage. It has information on Health Services in and around RMIT as well as general information on staying safe in Australia and at social events. An extensive section called Healthy Body, Health Mind will help you to maintain a healthy lifestyle that will boost your brain power and alertness and keep you focused and well rested throughout your degree.

Another benefit for RMIT students is access to Chinese medicine, Chiropractic, Osteopathy and Psychology training clinics through the Complementary Medicine Teaching Clinic, located at University Hill, Bundoora Campus. Call **9925 7666** to make an appointment, or you can make an appointment

online and read more about the services available by clicking here:

**[www.rmit.edu.au/about/our-locations-and-facilities/services/health-clinics/health-sciences-clinic](http://www.rmit.edu.au/about/our-locations-and-facilities/services/health-clinics/health-sciences-clinic)**

The Myotherapy Training Clinic is located in Building 51, City Campus, call (03) 9925 4278 for remedial massage and Myotherapy appointments, or visit: **<https://www.rmit.edu.au/about/our-locations-and-facilities/services/health-clinics/myotherapy-teaching-clinic>** Both clinics offer extremely cheap treatment for RMIT students.

## Counselling

We are yet to meet a postgrad student who does not get incredibly stressed at some point during their time at RMIT. It's a very normal response to the pressure of postgrad study. That doesn't mean that you should let stress and anxiety overcome you and your studies.

The RMIT Counselling Service provides professional counselling on each campus and is available to all students who want to talk about:

- **personal issues**
- **study issues**
- **mental health**
- **wellbeing concerns**

Counselling is free to RMIT Students and is for any students who feel they might need some help, you don't need to wait for a crisis before you go and see a counsellor. The counselling service is also confidential and, we'll say it again, free.

To book an appointment, please contact:

City or Brunswick campus:  
+61 3 9925 4365

Bundoora: +61 3 9925 7280

**[counselling@rmit.edu.au](mailto:counselling@rmit.edu.au)**

**[www.rmit.edu.au/counselling](http://www.rmit.edu.au/counselling)**

Or visit:

City Campus: Building 74 (52  
Cardigan Street, Carlton)

Brunswick Campus: Building 514,  
Level 1 (There is no reception at  
Brunswick campus.)

Bundoora Campus: Building 202,  
Level 3

All Monday-Friday, 9am-5pm

## Spiritual

### Chaplaincy

The Chaplaincy at RMIT is a team of multi-faith chaplains who are trained to bridge educational

experience with the major spiritual traditional and religious. These spiritual advisors are available in any crisis situation or for companionship during a student's time at University. The chaplains represent Christian, Buddhist, Jewish, Islamic faiths and the Integral Spirituality tradition. To contact a chaplain for a student visit: **[www.rmit.edu.au/chaplaincy](http://www.rmit.edu.au/chaplaincy)** for a list of chaplains of different faiths.

### Spiritual Centre

Building 46, 11 Lygon Street (opposite Trades Hall) is the spiritual centre. It offers a place for communal reflection and individual meditation that respects the search for the transcendent, and celebrates life.

### Prayer Rooms

The university also offers prayer room facilities for Muslim students.

The prayer rooms are quiet spaces for people to come and take time out. They are spiritual spaces for gathering, commemorations and services; activities and events are also held here.

### CITY CAMPUS

To access the City campus prayer rooms you will need a security access card. To get this please go to the Security Control Room, Building 5, Level 1 and request a security access card for Building 46.

**Jumma prayer and lecture**

Friday, 12.20pm, B47, Level 2 (Male)

**Jumma prayer and lecture**

Friday, 1.00pm, B47, L2 (Male)

Friday, 1.00pm, B46, L2, R4 (Female)

**Prayer time - Islamic****2nd, 3rd and 4th**

Monday to Thursday, 12pm–8pm

B47, L2, Room 3 (Male)

B46, L2, Room 4 (Female)

**BRUNSWICK CAMPUS**

The Brunswick campus prayer rooms are located at Building 514.

**Prayer time - Islamic**

Monday to Friday, 9am–5pm,

B514, L2, Room 7 (Male)

B514, L2, Room 6 (Female)

**BUNDOORA EAST CAMPUS**

The Bundoora campus east prayer rooms are located at Building 254, Level 1.

**Prayer time - Islamic**

Monday to Thursday, 9am–5pm,

B254, L1, Room 2 (Male)

B254, L1, Room 3 (Female)

**BUNDOORA WEST CAMPUS**

The Bundoora campus west prayer rooms are located at Building 202.

**Jumma prayer**

Friday, 12.30pm–1.30pm,

B202, Level 3, Room 30 (Male)

**Prayer time - Islamic**

Monday to Thursday, 9am–5pm,

B202, L4, Room 29 (Male)

B202, L4, Room 1 (Female)



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# About RUSU

RUSU (RMIT University Student Union) are here to ensure your university experience extends beyond lectures and assignments.

RUSU is the only independent, student-controlled organisation at RMIT.

RUSU has been operating since 1945.

RUSU represents and advocates on behalf of all RMIT students.

We are here to enhance campus life and help with student rights and offer a range of wellbeing services and parties!

RUSU is governed by an annually elected Student Council (SUC) and employs staff on all campuses.

## What is RUSU?

We are responsible for creating student life on campus. Every week RUSU's purple colours will be out and about with free food and fun so make sure you check out our events.

While RUSU is the heart of student life, RUSU is also here for when you need help. Whether it be regarding welfare or education issues or if the use of one of our safe spaces, we are here to support all students of RMIT.

RUSU is also here to support you when something goes wrong - if you need help with a postgrad specific issue, need student rights advice, are struggling to afford food or rent, or need a safe space as a female or queer student - we can help you.

## Student Union Council (SUC)

The SUC is the governing body of RUSU. Elections to the SUC occur in second semester each year. Any RMIT Student can stand for a place on the SUC and all RMIT students can (and should) vote in the elections.

## Departments

- Activities
- Queer
- Education
- Sustainability
- International
- Welfare
- Postgraduate
- Women's

## Catalyst

Catalyst is your student magazine, distributed free bi-monthly. Any student can contribute to Catalyst, whether it be an article, a photo, a cartoon, a review or a letter to the editor. We would love to hear what you have to offer! If you'd like to have your work published, please get in touch.

## RMITV

RMITV is Australia's leading community television production house. Each month several hours of television programming is produced for community television networks across Australia. RMITV operates on a 'By students - for students' principle. Although programs produced span across many different genres and categories, at heart RMITV is a student media production house.

## Women's Department

The Women's Department provides a space to relax, join social gatherings, organise campaigns and be involved in activist type movements if you wish. You may even choose to use the room as a 'safe' place to escape a issue, or gender related problems on campus in a supportive and friendly space.

## RUSU Queer Department

The Queer Department exists to represent, advocate and empower RMIT students who identify as gay, lesbian, bisexual, transgender or intersex, and those who are curious about or questioning their sexuality. We are active in organising political campaigns and social events both on and off campus.

## Clubs

RUSU is proud to represent the needs of a unique, ever-changing and diverse student body at RMIT. Our Clubs and Societies (C&S) Department is dedicated to helping students explore their social, professional, political, spiritual and cultural identities by supporting a

wide array of campus clubs. Each club is run by RMIT students for RMIT students and is open for membership to all RMIT students!

## Activities & Events

Activities & Events organises a regular schedule of events across all campuses and off campus, including Chill N Grill and Healthy Breakfasts. A number of special events also happen such as Welcome Bash, Pop-up Pubs etc.

## RUSU Info Counters

RUSU information counters are the gateway to your student union. Student Liaison Officers (SLO) inform the student community about what services are available to you, and how to become involved with the Student Union.

### City Campus

Building 5, Level 1 and  
Building 57, Level 4,  
9925 5004

### Brunswick Campus

Building 514, Level 2,  
9925 9478

### Bundoora West Campus:

Building 204, Ground Floor,  
9925 7226

## Realfoods

Realfoods is the RMIT University Student Union's vegan café and catering outlet. Specialising in the preparation and retail of fresh specialist foods. Operates five days a week during semester and require a weekly rostered commitment.

Keep an eye out for Realfoods located in the New Academic Street.

## Compass – RUSU's Welfare Drop-In Centre

Compass is welfare Drop-In space where students can go for Information, Referral and Advice about any issue they may be experiencing. Compass is staffed by highly trained student volunteers who provide 'peer to peer' support and there is always a qualified Social Worker on site to assist. Compass can refer to onsite support services and also services within the community.

It doesn't matter if you have suddenly found yourself homeless or you just want to know where to find some cheap food on campus - no issue is too big or too small for Compass. Our job is to listen to your problem and help you access the right services to resolve it.

Compass also provides outreach events and activities such as Stress Less Week, Yoga and English Language Workshops - so keep your eyes peeled throughout semester!

**Monday to Thursday, 10am–4pm**  
City Campus 12.4.114

**Monday & Tuesday, 10am–4pm**  
Brunswick Campus (514.01.07)

**Wednesday & Thursday 10am–4pm**  
Bundoora Campus (contact the RUSU front desk in Bundoora to make a time to catch up with the Compass Coordinator)

## RUSU for Postgrads

RUSU has its own Postgraduate Department, and each year a Postgraduate Officer is elected to run the RMIT Postgraduate Association (RPA). The RPA works hard to improve representation for HDR and postgraduate coursework students at RMIT, to advocate for the needs of postgraduate students to University bodies, and to provide outreach to postgraduate students across RMIT's campuses.

The RPA aims to bring together a postgraduate community across the University to support postgraduate students in their academic

pursuits as well as through social engagement. In 2017 the RPA will be running even more postgraduate specific events that aim to promote professional development, networking, skills sharing as well as social events for postgraduate students to get to know one another and have fun.

You can join the RPA on Facebook [www.facebook.com/groups/rusupa](http://www.facebook.com/groups/rusupa) and like our page [facebook.com/RUSUPostgrad](http://facebook.com/RUSUPostgrad) to keep up to date with our social events, workshops and activities or to get in touch with us. We look forward to meeting you at our upcoming events and to providing you with a supportive and engaging postgraduate experience at RMIT! Drop us a line at [rusu.postgrad@rmit.edu.au](mailto:rusu.postgrad@rmit.edu.au) or head to [www.rusu.rmit.edu.au/postgraduate](http://www.rusu.rmit.edu.au/postgraduate) to find out more.

## Student Rights Officer: HDR

The student rights officer handles the unique issues of research students. The student rights officer for research students is available Monday to Thursday at the city campus. Call **(03) 9925 5004** or email [student.rights@rmit.edu.au](mailto:student.rights@rmit.edu.au) to make an appointment.

## Postgrad Events

This year the RPA will be running lots of events specifically for postgraduate students. These events are designed to give postgraduate students the chance to get to know plenty of new people at RMIT across all Schools and campuses. Events are almost always free, and are advertised on the RPA Facebook page, mailing list and via posters and flyers around the University. We look forward to providing you with fun activities, free drinks and new friends!

Events will be happening across all campuses including; speed friending, cocktail night, postgrad workshops, pub quiz, end of year party and more!

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## Quick Links...

### SCHOLARSHIPS

**Postgrad by Coursework** [www1.rmit.edu.au/scholarships/pgcoursework](http://www1.rmit.edu.au/scholarships/pgcoursework)

**Postgrad by Research** [www1.rmit.edu.au/scholarships/research](http://www1.rmit.edu.au/scholarships/research)

### POLICIES

**Academic Policies** [www.rmit.edu.au/policies/academic](http://www.rmit.edu.au/policies/academic)

**Research Policies** [www.rmit.edu.au/policies/academic#higher](http://www.rmit.edu.au/policies/academic#higher)

### COORDINATORS AND SUPERVISORS

**List of HDR Coordinators** [www.rmit.edu.au/research/phds-and-other-research-degrees/school-of-graduate-research/research-opportunities/hdr-school-and-college-contacts/](http://www.rmit.edu.au/research/phds-and-other-research-degrees/school-of-graduate-research/research-opportunities/hdr-school-and-college-contacts/)

**Supervisor Search** [www.rmit.edu.au/research/phds-and-other-research-degrees/find-a-supervisor/](http://www.rmit.edu.au/research/phds-and-other-research-degrees/find-a-supervisor/)

### ETHICS APPROVAL

**RMIT Guidelines on Ethics Approval** [www1.rmit.edu.au/browse;ID=7equ5b0ggmdi](http://www1.rmit.edu.au/browse;ID=7equ5b0ggmdi)

### SCHOOL OF GRADUATE RESEARCH

**Contact** [www.rmit.edu.au/graduateresearch/contact](http://www.rmit.edu.au/graduateresearch/contact)

**PhD Up!** <https://tinyurl.com/j4ymhea>

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## Final note...

This booklet is intended as a guide only. There is so much more to discover during your time as a postgraduate student at RMIT. Explore the RMIT website (tip - sometimes “googling” can achieve better results than searching on the RMIT website itself); talk to your supervisors and your school; talk to the School of Graduate Research; and of course contact us here at RUSU at [rusu.postgrad@rmit.edu.au](mailto:rusu.postgrad@rmit.edu.au)

# BECOME A RUSU MEMBER FOR ONLY \$10

For more information and to join visit  
[www.rusu.rmit.edu.au/membership](http://www.rusu.rmit.edu.au/membership)

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**RUSU**  
RMIT UNIVERSITY STUDENT UNION



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