Orientation Program
Important things you need to know
Orientation to Graduation

The Rules of the Game

1. Know your course structure
2. If something goes wrong, seek help asap
3. Always check the Monash website or with staff if you are not sure about something (do not listen to what your friend says ....)
Small fish, big pond

How will you adjust to university study?

You are now a small fish in a big pond of 78,257 students
Monash Essentials

Welcome to Monash University. Monash Essentials will provide you with information you need to settle in to Monash University and Melbourne. We will introduce you to services available and how to access them when needed.

You will need to visit each topic to complete this orientation.

- It will take you approximately 30 minutes to complete this orientation.

Start

All students
- Settling in
- Accessing support
- Your rights and responsibilities
- Staying safe

International students
- aMigo
- Sonder app
## Principal dates

Throughout your time at Monash you will have several deadlines and important dates – It’s important to know what these dates are.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Semester 1 begins</td>
<td>29 July</td>
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<tr>
<td>Last day to ADD semester one units</td>
<td>9 August</td>
</tr>
<tr>
<td>Last day to discontinue semester two units without ‘withdrawn’ showing on academic transcript</td>
<td>26 Aug</td>
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<tr>
<td><strong>Census date semester one</strong> – last date to discontinue units without incurring fees</td>
<td>31 August</td>
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<tr>
<td>Exam timetable released</td>
<td>23 Sep</td>
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<tr>
<td>Mid – semester break</td>
<td>30 Sep – 4 Oct</td>
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<tr>
<td>Last day to discontinue a semester one unit with ‘Withdrawn’ showing on academic record. Units discontinued after this date will show as a ‘Withdrawn Fail’</td>
<td>30 Sep</td>
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<tr>
<td>Swot Vac</td>
<td>28 Oct – 1 Nov</td>
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<tr>
<td>Exams</td>
<td>4 Nov – 22 Nov</td>
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<tr>
<td>Melbourne Cup Day is <strong>not</strong> a university holiday</td>
<td>5 November</td>
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Monash offers a wide range of free learning support services and resources to make sure you get the most out of your time here with us, and we encourage you to take advantage of them.

- Engineering - First Year Learning Centre (First floor, Room 127, 14 Alliance Lane)
- Science - Maths Learning Centre
- PASS program (ENG1001, ENG1002, ENG1003)
- Master of Advanced Engineering Postgraduate Lounge (First floor, Room 120, 14 Alliance Lane)
- Learning skills
- English Connect
Enhance your employability, enrich your experience

Engineering focused for Undergraduates

- Co-operative Education program
- Engineering Mentor Scheme (FAME)
- Summer research program
- Leadership program

Engineering focused for all students

- Clubs, societies and teams
- International exchange, study abroad & study tours
- Leap into Leadership Online (LiLO)
- Volunteering
- Further study
Making changes to your degree

- Amend units
- Failed units - Must be repeated (unless an elective)
- Intermission (taking a break from study)
- Advice from a faculty course adviser
- Overloading
- Approval for changes
  - Check course structure or discuss with course adviser
  - Complete on WES
- Course Transfer
If you are unable to complete an assessment or sit an exam, for reasons out of your control you can apply for special consideration.

Special consideration isn’t guaranteed and it doesn’t lead to a mark adjustment. What you may get is an extension, another assessment or a deferred exam.

Seek help from support services
Results and Academic Progress

Results by SMS or on WES

Release date
Semester 2 – 9 December

Academic progress requirements
Must pass 50% or more in the current academic year
- Early warning letter
- Notice of referral
- APC – Academic Progress Committee
- May lead to enrolment conditions or exclusion
Respect at Monash

Respect at Monash module to be completed by 27 September at the latest.

It will help all students at Monash to look out for one another, making everyone's time at university a great one:

- Rights and responsibilities
- Problem behaviour and misconduct
- Respectful relationships
- How to be an active bystander
- Alcohol and other drugs.

Let's talk about consent video
**Discipline, misconduct and ethical behaviour**

**General misconduct** - Conduct contrary to accepted standards of behaviour:

- attack, harass, intimidate, stalk, threaten or endanger others
- knowing (an intentional act) and reckless (an act done without regard to its risk or disregarding a known risk) conduct.

**Academic misconduct** - seeking to gain an unfair or unjustified academic advantage in a course or unit either for themselves or another person:

- cheating in examinations, **plagiarism, collusion** on assignments, submitting a **false medical certificate (illegal in Australia)** in support of an application for special consideration or submitting work which was previously submitted for assessment at Monash or another university
- asking or paying another person to complete assessable work, including by using an online website to seek this assistance
- Selling or publishing course information, lecture slides, tests, practice exams, assignment and test answers etc (collusion and breach of Monash University intellectual property) eg Course Hero.
Academic integrity

All Australian Universities have policies that explain academic integrity at that institution. The Monash Academic Integrity Policy (2013) states:

“Academic integrity is the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner.”

What is academic integrity?
Duration: 10 minutes

Plagiarism, collusion and contract cheating
Duration: 15 minutes

Putting academic integrity into practice
Duration: 30 minutes

Reference list
A list of all citations and references used for this tutorial given in APA style.

Further resources
A list of resources mentioned in the tutorial.

Citing and referencing
See the Citing and referencing tutorial for more information on citing and referencing.
Social media – a word of caution …

- Use your Monash IT access for good and not evil
- Acceptable use of IT policy and procedures & discipline statute
- Be mindful of your comments and actions on social media
- Future employers look at social media sites!

- Social Media Policy (pdf 118kb)
- Social Media: Student Use Procedures (pdf 174kb)
You journey at Monash may not go as planned – other priorities may take valuable time away from your study.

How will you respond?
The **Faculty of Engineering Survival Guide** is a comprehensive reference guide that will provide you with a starting point to finding information you might need while you are a student of the Faculty.

- Use your Monash email account when communicating with us
- Check emails 3 times a week
- Email from ‘The Faculty of Engineering – important!
- Keep your contact details up to date
Your homework before classes start...

- **Monash Essentials**
- **Respect at Monash**
- Complete tasks in the Engineering Orientation Moodle site and First Year Lounge including:
  - Academic Integrity quiz
- Check where your lectures and labs will be located – **Monash app**
- Read your **Engineering Survival Guide**!
- **LiLO module** – High Performing Teams.
Our expectations

Engineers solve problems. As a future engineer, we expect that:

- You familiarise yourself with and follow the structure and requirements of your degree. **You cannot enrol in a unit unless it fits your progression.**
- You research your options online before seeking course and other advice (ask.Monash)
- You approach us about your problems - early and personally
- That you provide constructive feedback on how we are performing.