

# Enrol and Connect

A Guide for New Students  
Singapore Institute of Management

May 2022



# Welcome to RMIT University



It is my great pleasure to welcome you to RMIT University.

At RMIT we are prepared for today and ready for what comes next, because our University is built on a spirit of resilience and a proven ability to adapt with the times.

In a complex environment, we continue to learn and change while remaining united around our purpose of providing transformative experiences for our students, and shaping the world with research, innovation, teaching and industry engagement.

Strong partner connections forged over 134 years and deep collaboration with industry remain integral to RMIT's leadership in education, applied and innovative research, and to the development of our graduates into highly skilled global citizens.

We are committed to preparing all our students with the skills and experience they need to achieve their goals and contribute to a changing world.

This is the start of an exciting journey and you'll have the company of over 96,000 students in Australia, Asia, Europe and beyond. RMIT is a community, and I want you to feel part of it from the beginning.

I encourage you to make the most of what is on offer at RMIT and we will be here to support you as you make new friends, build your global networks, gain industry experience and develop your skills.

Best wishes.

**Professor Alec Cameron**  
**Vice-Chancellor and President**  
**RMIT University**

# Students website



Find what you need – everything including this guide is available online.

## Students home page

The screenshot shows a webpage with a dark blue header containing the title "Students at partner institutes outside Australia". Below the header, there is a breadcrumb trail: "Current students / My course / Students at partner institutes outside Australia". The main content area has a white background and contains the following text: "Information and resources for students studying at an RMIT partner institution outside Australia." and "Where are RMIT's partner institutes?". Below this, it states: "RMIT currently offers full programs through a range of partner institutes across Asia including:". There are six partner institute logos arranged in two rows of three. Each logo is accompanied by the institute's name and a link to its website, indicated by a right-pointing chevron. The logos and links are: 1. Hong Kong Art School (HKAS) with "HKAS website >" link. 2. Brandix Corporate with "Brandix website >" link. 3. Singapore Institute of Management (SIM) with "SIM website >" link. 4. Shanghai University of International Business and Economics (SUIBE) with "SUIBE website >" link. 5. School for Higher and Professional Education (SHAPE) with "SHAPE website >" link. 6. Kaplan with "Kaplan website >" link.

The students website provides information and links to:

- systems and resources
- your important dates
- information on how to enrol, apply for credit and leave of absence, change or cancel your program enrolment and more.

> Go to

[rmit.edu.au/students/my-course/partners-outside-australia](https://rmit.edu.au/students/my-course/partners-outside-australia).

# How to access RMIT systems



Use your student number, RMIT email address and a temporary password when logging in for the first time.

## Your RMIT ID

## Your RMIT email address

## Your temporary password

Your temporary password is the letter 'p' (lowercase), followed by your date of birth backwards (using the format: year, month, day) with an exclamation mark (!) at the end. Example: if you were born on 30 August 1998 your password would be **p19980830!**

## Multifactor authentication (MFA)

RMIT uses multifactor authentication (MFA) which provides an extra layer of protection to your user login. It is required when accessing M365 applications including Outlook, Teams, OneDrive, SharePoint as well as some RMIT systems including Enrolment Online.

## More information

For information on how to log in to RMIT systems, how to change or reset your password and register for MFA go to [rmit.edu.au/students/support-services/it-support-systems/id-password](https://rmit.edu.au/students/support-services/it-support-systems/id-password).

# Microsoft Outlook and Office 365



RMIT provides all students with a free Microsoft Outlook email account.

## Your RMIT student email

Your RMIT student email account is the primary means of communication between you and RMIT. You'll receive important emails from your lecturers, as well as enrolment notifications and confirmations.

Log in at least twice a week to ensure you stay up to date with important University messages and deadlines. For login instructions see page 4.

## Office 365 resources

As an RMIT student, you can access Microsoft's range of software, including Word, Excel, Powerpoint and more.

You can find resources on how to make the most of Office 365 access by visiting [rmit.edu.au/students/support-services/it-support-systems/software-apps](https://rmit.edu.au/students/support-services/it-support-systems/software-apps).

> Access your RMIT email account via the Outlook login page: [outlook.office.com](https://outlook.office.com).



Canvas is RMIT's learning management system.

You'll use Canvas regularly to access:

- course activities and content
- your assessment tasks
- virtual classrooms.
- course grades and feedback
- discussion boards

## Canvas dashboard

The Canvas dashboard is your home page and allows you to easily see what's happening across all your courses. The navigation panel is on the left side of the page and provides you with access to frequently used Canvas features.



**Account:** Here you can update your profile picture, adjust settings and turn on your notifications. Make sure you review your notifications to ensure you're set up to receive important course announcements and updates.



**Courses:** Here's where you'll find your course content. Each course has its own home page from where you can access course announcements, syllabus, assignments and grades for completed assessments.



**Calendar:** The Calendar is a great way to view everything you have to complete for your courses in one place. You can view calendar events by day, week, month or agenda list.



**Inbox:** You can use the inbox to send and receive emails from your lecturers and fellow classmates.

## Canvas for mobile

The Canvas Student app is available for iOS and Android mobile devices. Simply search 'Canvas Student' in your app store and download the app.

## More information

You'll be using Canvas throughout your program, so make sure you familiarise yourself. You can find more information about setting up Canvas at [rmit.edu.au/students/my-course/canvas](https://rmit.edu.au/students/my-course/canvas).

> Access Canvas via [rmit.instructure.com](https://rmit.instructure.com).

# RMIT University Library



Find the study support and e-resources you need to unlock your academic potential.

You can access a vast collection of e-books and journals, and get study support at [rmit.edu.au/library](https://rmit.edu.au/library).



## Ask the Library

Receive personalised help to find information or improve your study skills. Academic skills advisors and librarians will help you with researching your topic, finding information, improving your academic writing skills, academic integrity, effective learning strategies, maths, physics, statistics and more.

All available via live chat and email at [rmit.edu.au/library/help/ask-the-library](https://rmit.edu.au/library/help/ask-the-library).

## Online study resources

The Learning Lab is an online resource designed to help you with assignments, writing, research skills and more. You can access the Learning Lab by visiting [emedial.rmit.edu.au/learninglab](https://emedial.rmit.edu.au/learninglab).

# Rights and responsibilities



Understand your rights and responsibilities as an RMIT student.

## Appeals

As an RMIT student you are entitled to seek a review or appeal decisions that impact on your studies.

Make sure you follow the correct process for lodging an appeal by visiting [rmit.edu.au/students/support-services/feedback-complaints-appeals/appeals](https://rmit.edu.au/students/support-services/feedback-complaints-appeals/appeals).

## Complaints

RMIT takes student complaints seriously and has strong processes in place to ensure your complaint is resolved quickly and fairly.

You can find more information about the student complaints process and read our Student and Student-Related Complaints Policy at [rmit.edu.au/students/support-services/feedback-complaints-appeals/complaints](https://rmit.edu.au/students/support-services/feedback-complaints-appeals/complaints).

## Statement of Student Responsibilities

When you enrol as a student at RMIT, you assume responsibility for choices you make in relation to your program.

You'll read and agree to these responsibilities when you enrol for each academic year of your program.

To read or review the responsibilities, log in to **Enrolment Online** and go to **My student record > Personal details > View student declaration**.

## Conduct

All students are expected to observe the values of RMIT. Formal actions can be taken when students behave in a manner that is considered inappropriate.

Visit [rmit.edu.au/students/student-life/rights-responsibilities](https://rmit.edu.au/students/student-life/rights-responsibilities) for more information about student conduct.



# Integrity and Assessment Support



Learn how assessments work, how to get your results and find the resources you need to succeed.

For each of your courses, you'll need to complete a number of assessment tasks to demonstrate your knowledge of the course content.

RMIT provides information to students about assessment and results via [rmit.edu.au/students/my-course/assessment-results](https://rmit.edu.au/students/my-course/assessment-results).

## Academic integrity

Academic integrity is about honest presentation of your academic work. RMIT has a range of online materials and resources designed to help you understand academic integrity.

Visit [rmit.edu.au/students/my-course/assessment-results/academic-integrity](https://rmit.edu.au/students/my-course/assessment-results/academic-integrity) to find more information about academic integrity.

## Special consideration

If unexpected circumstances outside your control affect your ability to complete an assessment, you can apply for special consideration. If approved, you may be granted an assessment adjustment.

You can find out more about special consideration, including the link to apply and guidance on appropriate supporting documentation, by visiting [rmit.edu.au/students/my-course/assessment-results/special-consideration-extensions](https://rmit.edu.au/students/my-course/assessment-results/special-consideration-extensions).

## Academic progress

Academic progress is the way the University supports students who are not making satisfactory progress towards completing their program.

We know there are many reasons why it can be difficult to keep up with your studies. It's important to remember that, throughout this process, there are many support services available to get you back on track, and people who can help you succeed.

For more information, please go to [rmit.edu.au/students/my-course/assessment-results/academic-progress](https://rmit.edu.au/students/my-course/assessment-results/academic-progress).

# Who to contact



Know who to contact when you have a query about your studies.

## Your course coordinator or tutor

If you need help with:

- any matters related to your courses/subjects or assessments, including questions about assignments, coursework and due dates.

> Contact your coordinator via Canvas at [rmit.instructure.com](https://rmit.instructure.com).

## Your local partner contact

If you need help with:

- managing your enrolment (adding or dropping courses)
- applying for credit
- submitting a request for a leave of absence
- any other administrative queries.


> You can find your partner contact at [rmit.edu.au/students/support-services/student-connect/partner-institute-contacts](https://rmit.edu.au/students/support-services/student-connect/partner-institute-contacts).

## IT Connect

If you need help with any IT enquiries and support:

> Visit [rmit.edu.au/students/support-services/it-support-systems/it-connect](https://rmit.edu.au/students/support-services/it-support-systems/it-connect).

## Live Web Chat

Look for the “Chat Now”  button at the bottom-right of IT Connect webpages. Live Web Chat is available during standard business hours Melbourne time.



