



THE UNIVERSITY OF
MELBOURNE

Master of Engineering Management

Meet your Course Coordinator

Felix Kin Peng Hui

Course Coordinator, Master of Engineering Management

Engineering Technology Management Expert, Infrastructure Engineering

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi-wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.



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TODAY'S TOPICS



About your course coordinator



Understanding your course structure and rules



Course planning resources and websites



Key dates & timelines



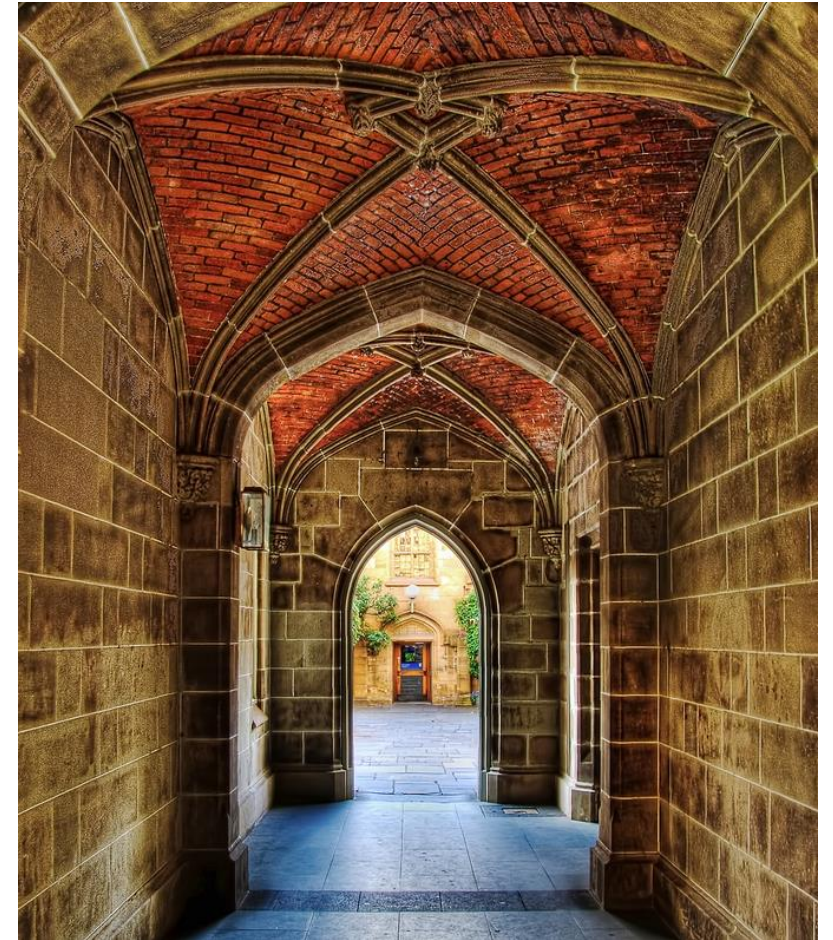
Academic integrity, misconduct and special consideration



Resources, services & opportunities at the University



Questions





THE UNIVERSITY OF
MELBOURNE

ABOUT YOUR COURSE COORDINATOR

Get to know your course
coordinator

About course
coordinator

Support

Contact Hours

ABOUT COURSE COORDINATOR



- Dr Felix Kin Peng Hui
- Associate Professor of Engineering Management
- Department of Infrastructure Engineering
- School of Electrical, Mech and Infrastructure Engg.
- Mechanical Engineer (Manufacturing)
- 25 years of industry experience (machine tool mfg, plastics, semiconductors and lean consulting) + 10 years in academia
- **Findanexpert:**
<https://findanexpert.unimelb.edu.au/profile/680236-felix-hui>
- **LinkedIn:** <https://www.linkedin.com/in/felix-kin-peng-hui-7599167>



SUPPORT

WHAT CAN YOUR COURSE COORDINATOR SUPPORT WITH?



- *Course coordinator certification for scholarship holders (some require this)*
- *Involvement in MEM cohort student engagement activities*
- *Progression to PhD studies*
- *Advice on Engineering Management career*
- *Course planning, especially after failing a subject*
- *Advice on internships*
- *General course matters or Course enrolment difficulty – please go to Stop 1 first*

E: huik1@unimelb.edu.au (preferred)

T: 03-8344-2584



UNDERSTANDING COURSE RULES AND STRUCTURE

Learn about what is required of you throughout your studies and what options you have

About your
Course

Enrolment
Requirements

Course
Structure

Electives

Course rules
and notes

Engineering
Practice
Hurdle

ABOUT YOUR COURSE



» Legal, commercial, marketing and human issues that arise in technical environments.

Developing your technical problem-solving skills and the business skills needed to manage people, projects and resources in complex organisational settings.

Taught by both FEIT and FBE

Key Staff Members in Faculty of Engineering and IT (FEIT)



Course Co-ordinator



A/Prof. Felix Kin Peng Hui

Lecturers from FEIT (Project Management stream)



Prof. Dr Lihai Zhang



Prof. Stephan Matthai



Dr Neema Nasir



A/Prof Felix Kin Peng Hui



Robert Moehler

Lecturers from FEIT (Change Management stream)



Sam Pitruzello



Dr Benny Chen



Prof Kevin Otto



Dr Marianne Gloet



Dr Rod Dilnutt

Key Staff Members in Faculty of Business and Economics



Course Co-ordinator (FEIT)

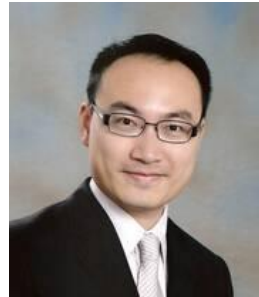


A/Prof. Felix Kin Peng Hui

Lecturers from FBE



Prof Prakash Singh



Prof. William Ho



Prof Michelle Brown



A/Prof. Niharika Garud



Dr Erica Coslor



Prof. John Handley



Dr Zahra Seyedghorban



A/Prof. Andre Sammartino



Dr Franz Wohlgozogen



A/P Vikram Bhakoo

COURSE STRUCTURE

100 Point Program (8 Subjects)

Two streams:

Project Management

Change Management

Combination of subjects from Faculty of Engineering & IT and the Faculty of Business and Economics (FBE)

Two compulsory subjects:

**ENGM90016 Engineering Management
Capstone**

**MGMT90146 Strategic Management
(Capstone)**



FEIT ELECTIVES



Project Management Stream

Total of three subjects; at least two from:

- » ENGM90007 Project Management Practices
- » CVEN90045 Engineering Project Implementation
- » ENGM90006 Engineering Contracts and Procurement
- » CVEN90063 Transport System Modelling
- » CVEN30008 Engineering Risk Analysis

Change Management Stream

Total of three subjects; at least two from:

- » ENGM90015 Management and Leadership for Engineers
- » MCEN90059 Probability, Reliability and Quality
- » ~~ISYS90040 Managing Change for IS Professionals~~ **ISYS90089 Strategic Change Leadership**
- » ENGR90026 Engineering Entrepreneurship
- » CVEN90062 Building Information

FBE ELECTIVES



FBE electives (Choose 3 from) :

Choose Three subjects from:

- » MGMT90026 Supply Chain Management
- » MGMT90140 Management Competencies
- » ACCT90004 Accounting for Decision Making
- » MGMT90141 Business Analysis & Decision Making
- » FNCE90060 Financial Management
- » ECON90015 Managerial Economics
- » MGMT90032 Operations and Process Management
- » MGMT90015 Human Resource Fundamentals

Course Structure (Course No 761EM)



Course Structure:

8 subjects (100 points)

4 subjects from FEIT; 4 from FBE

FEIT - Faculty of Engineering and IT

Project Management Stream

3 subjects – Choose at least 2 from:

- CVEN90043 Sustainable Infrastructure Engineering
- ENGM90007 Project Management Practices
- CVEN90045 Engineering Project Implementation
- ENGM90006 Engineering Contracts & Procurement
- CVEN30008 Engineering Risk Analysis

Change Management Stream

3 subjects - Choose at least 2 from:

- ENGM90015 Management & Leadership for Engineers
- CVEN90062 Building Information Modelling
- MCEN90059 Probability, Reliability and Quality
- ISYS90089 Strategic Change Leadership
- ENGR90026 Engineering Entrepreneurship

+ Capstone

ENGM90016 Engineering Management Capstone

Faculty of Business and Economics

Choose 3 from:

- MGMT90026 Supply Chain Management
- MGMT 90140 Management Competencies
- MGMT 90004 Accounting for Decision-making
- MGMT90141 Bus. Analysis & Decision Making
- FNCE90060 Financial Management
- ECON90015 Managerial Economics

+ Capstone

MGMT90146 Strategic Management

MASTER OF ENGINEERING MANAGEMENT REQUIREMENTS



Compulsory subjects

Core foundational knowledge that builds towards your chosen engineering discipline

Engineering Mgt (stream) selective subjects

Elective subjects from a curated list of options within your chosen engineering discipline.

Year 1	S1	Selective Subject	Selective Subject	Selective Subject	Selective Subject
	S2	Selective Subject	Selective Subject	Compulsory subject	Compulsory subject

ENROLMENT REQUIREMENTS



Domestic students:

Enrol in one subject
OR
Leave of Absence

International student visa holders:

Full-time study load of at least 50 points

OR

Approved Reduced Study Load (RSL)

OR

Leave of Absence



URL: <https://go.unimelb.edu.au/c3br>

MANAGING YOUR ENROLMENT ONLINE



When making changes to your Enrolment, refer to the table at right to determine what aspects you can change yourself, or when you will need to submit an Enrolment Assistance Form (EV Form).

EAF's are most submitted for:

- » Changing a major/minor
- » Resolving an empty study plan
- » Enrol after the last self-enrol date

Access the Enrolment Assistance Form and more details [here](#).



URL: <https://go.unimelb.edu.au/fv8s>

	Self-manage via my.unimelb	Submit an EV form
Drop a subject Stop studying a particular subject by <u>withdrawing from a subject</u> .	✓	✗
Enrol in a subject Confirm what you will study by <u>enrolling in subjects</u> .	✓	✗
Swap subjects Replace one enrolled subject for another by <u>swapping subjects</u> .	✓	✗
Leave of absence Take a break from your course by applying for a <u>leave of absence</u> .	✓	✗
Return from a leave of absence Return from a break from your course by <u>enrolling in subjects</u> .	✓	✗
Add a major or subject to my Study Plan Before you can enrol in subjects you need to <u>add a major or subject</u> to your Study Plan.	✓	✗
Waive a prerequisite If you can take a subject without meeting its prerequisite, you will need to get approval and submit a <u>requisite waiver</u> .	✗	✓
Move subjects on my Study Plan If you would like to move a subject from one part of your study plan to another, e.g. from 'free points' to 'breadth'.	✗	✓

ADDITIONAL COURSE RULES AND NOTES



After you receive a course offer, you can apply to transfer any recognised prior learning credits by applying for Advanced Standing (Credit).

Advanced Standing (Credit):

- Students entering the course with advanced standing who plan on completing a specialisation may need to enrol in core specialisation subjects in their commencing semester. Please check and follow the structure outlined for your intended specialisation and seek course planning advice.

Progression:

- The core subject lists are in the second semester of your study, reflecting the recommended order of completing the course.



STUDY DIFFERENCES



- **Unscheduled class time**
- **Self-directed learning**
- **Active discussion**
- **Argumentative writing style and reflection**
- **Grading style**



COURSE PLANNING RESOURCES

The following tools can be used to assist in your enrolment and throughout your course

Handbook

Resources and
Videos

HANDBOOK



The Handbook is the official syllabus and search page for the University of Melbourne containing:

- A Handbook page for every course and subject
- Course structure and rules
- Subject prerequisites and entry requirements
- Subject timetable information
- *And a whole lot more!*



URL: handbook.unimelb.edu.au

Search specific degree or subject

Filter the result types to show Courses, Subjects or Breadth Track

Filter the right-hand side to filter out any irrelevant degrees and subjects.

Results will appear here

FACULTY COURSE PLANNING RESOURCES

The University also offers several Faculty and **Degree-specific resources** that can help you make critical decisions about your first-year enrolment.

- Information on study resources
- Enrolment and study plan guides
- Sample study plans
- Other key course information



URL: go.unimelb.edu.au/j3ur

Graduate courses



Faculty resources

- Subject videos:
 - [ENGR90034 Creating Innovative Engineering](#)
 - [ENGR10006 Engineering Modelling and Design](#)
 - [ISYS90036 Enterprise Systems](#)
 - [COMP10001 Foundations of Computing](#)
 - [ENGR10004 Engineering Technology and Society](#)

Course maps

- [Generic graduate degree \(PDF 195.0 KB\)](#)

Diploma in Computing

Faculty resources

- [Course information](#)

ADDITIONAL RESOURCES



Manage your course

All the information you need to complete your course admin, including planning, enrolment, timetabling, exams, results, graduation and more.

Visit the page at left more information about Course enrolment, planning your course, and other wider university resources.



Course enrolment

Enrol for the start of your course, or re-enrol for a new year. You can also find out about transfers, taking a leave of absence, withdrawing or enrolment assistance.



Planning your course and subjects

Understand your subject options, use planning resources and tools, and learn how to make changes to your course.



Subject enrolment

All about subject enrolment, including prerequisites, quotas, intensives, census dates, swapping and enrolment assistance.



Class timetable

A step-by-step guide to creating, reviewing and adjusting your class timetable.



Fees and payments

Information about student fee types, HELP loans, and how to make payments.



Exams, assessments and results

Find out about exam timetables, locations, results, special consideration and more.



Graduation

Completing and conferring your degree, obtaining a certificate, and information about ceremony invitations and attendance.



Key dates

Key dates to help you manage your studies and enrolment, including information about public holidays.



URL: <https://go.unimelb.edu.au/596i>



KEY DATES AND TIMELINES

The following tools can be used to assist in your enrolment and throughout your course

Semester
Timeline

Examinations

KEY DATES



- **TEACHING PERIOD**
Time period which indicates when teaching occurs
- **LAST SELF-ENROL DATE**
The final date you can enrol in or change subjects via your study plan
- **SUBJECT CENSUS DATE**
Last date you can withdraw from a subject, withdraw from your course, or apply for a leave of absence without remaining liable to pay fees for the subject, and without it appearing on your academic transcript and statements.
- **LAST DATE TO WITHDRAW WITHOUT FAIL**
Final date you can withdraw from a subject without receiving a fail grade on your academic transcript and statements.
- **NOTE:** During the semester, Public Holidays are usually **NOT** University holidays. Classes will be conducted as usual. Please check **the 2024 University calendar**

*Always remember to check your **2024** handbook to ensure you're aware of the correct dates!*

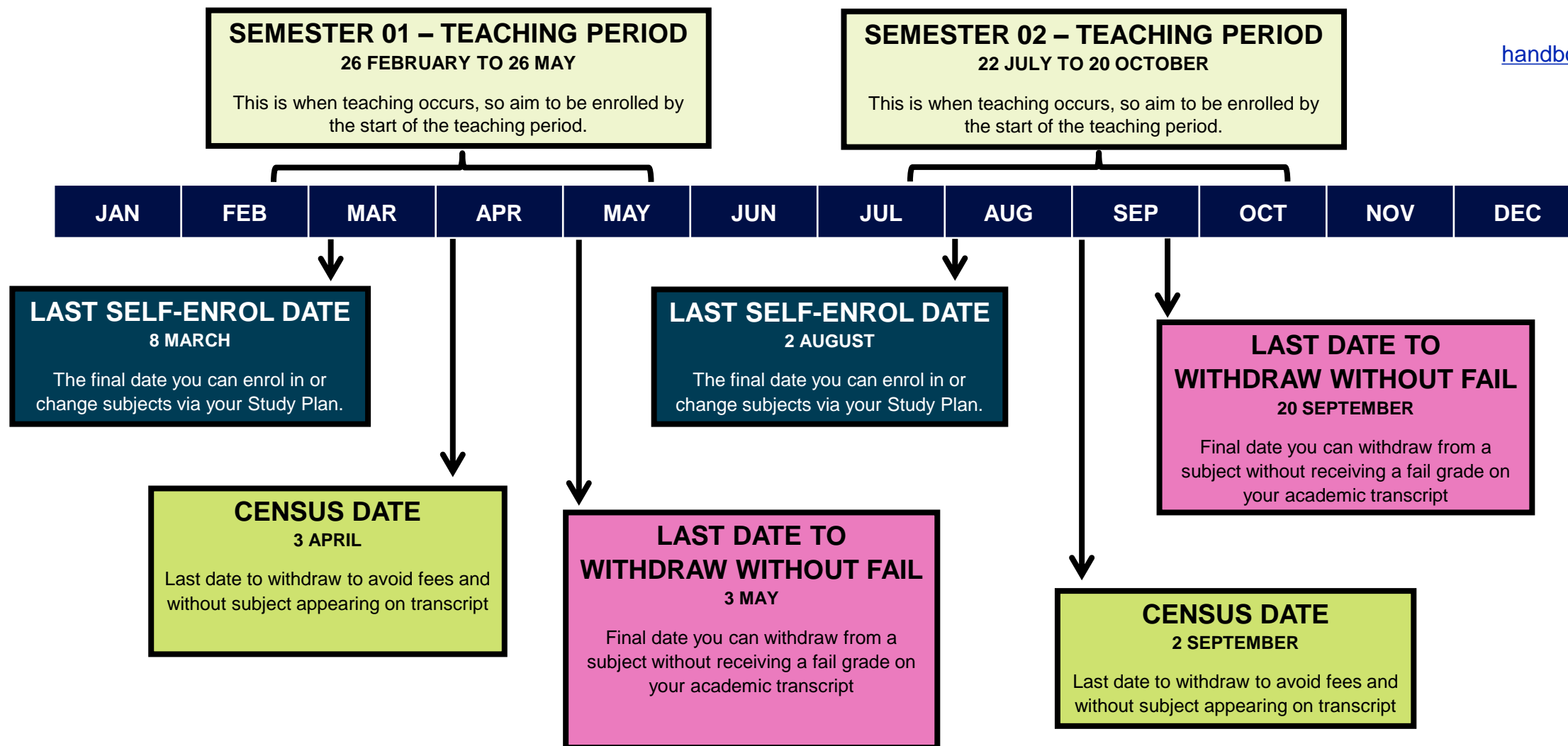
KEY DATES, DEFINITIONS & TIMELINE

VISIT YOUR HANDBOOK FOR MORE DETAILS



URL:

handbook.unimelb.edu.au



EXAMINATIONS



If your exam is taking place on-campus, you must be in Melbourne to sit your exams.
You must sit your exams in the format they are offered.

Semester 1, 2024

Examinations:

3 June – 21 June 2024

Final result release date:

5 July 2024

Special/Supplementary Examinations:

11 July 2024 – 18 July 2024

Semester 2, 2024

Examinations:

28 October – 15 November 2024

Final result release date:

29 November 2024

Special/Supplementary Examinations:

5 December – 12 December 2024



URL: <https://go.unimelb.edu.au/6kqr>



THE UNIVERSITY OF
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ACADEMIC INTEGRITY, MISC ONDUCT AND SPECIAL CONSIDERATION

The following tools can be used
to assist in your enrolment and
throughout your course

Academic
Integrity

Academic
Misconduct

Special
Consideration

ACADEMIC INTEGRITY



MAINTAINING ACADEMIC INTEGRITY

The maintenance of academic integrity involves:

- High quality scholarly practices
- The use of reputable sources of information and;
- The full acknowledgement of the authors and creators of ideas and materials that have informed one's work.

ACADEMIC MISCONDUCT

When the standards of academic integrity are not maintained:

- This can result in student academic misconduct

Types of Academic Misconducts
Plagiarism
Collusion
Purchasing, commissioning, selling or sharing essays or other assessment materials
Sharing University teaching materials with third-parties, including uploading lecture notes, slides or recordings to websites
Forgery or falsification of documents (such as transcripts or medical) to gain academic advantage or advancement
Copying or possession of unauthorised materials in examinations
Submitting work generated from Artificial Intelligence Software that is not correctly cited or where not permissible in a subject



<https://go.unimelb.edu.au/8nw6>

ACADEMIC SKILLS SESSION

ATTEND THIS SESSION TO LEAN MORE INFORMATION ACADEMIC SKILLS & ACADEMIC INTEGRITY



Getting Started at Engineering and IT

- **Date:** 20 February 2024, 11:30AM – 12:30PM
- **Location:** Sunderland Theatre, Level 2, Medical Building

Check your emails about orientation to find out more!

A new module called '**Graduate Cornerstones of Good Scholarship**' has been introduced and all new graduate coursework students will be enrolled into this.

This module is a great way for you to get an understanding of what's expected at the University of Melbourne, along with advice and links to support services.



<http://go.unimelb.edu.au/4dmi>

SPECIAL CONSIDERATION



Unforeseen Circumstances

If you find you are sick or unable to complete your work, you can apply for Special Consideration. Applications must be submitted within **4 days** after the examination or assessment due date and be supported by appropriate documentation.

Potential ‘Adjustments’ may include:

- Extensions on due dates
- Special Exam arrangements
- Reweighting of assessments

Example circumstances	Example supporting documents
<ul style="list-style-type: none">• Physical Illness• Mental Illness• Assault/theft or other victim of crime• Bereavement (death)• Urgent caring duties• Other hardship or trauma	<ul style="list-style-type: none">• Report from doctor or hospital• Report from psychologist or counsellor• Police report• Documentation confirming relationship and death of person (e.g. death announcement or certificate)• Relevant documentation confirming carer status and current issue.• Anything official that you can supply is helpful.

SPECIAL CONSIDERATION



Ongoing or Episodic Circumstances

As a student, you may have ongoing or episodic circumstances that affect your academic performance.

These may include:

Example of circumstances	Example study adjustments
<ul style="list-style-type: none">• Disability• Chronic medical or mental health condition• Carers• Elite athlete or performers• Defence reservists or emergency volunteers• Cultural or religious observance	<ul style="list-style-type: none">• Standing desk, or permission to walk around / stretch during examinations• Flexible due dates• Alternative exam arrangements• Support, such as note-takers• Specialist equipment/technology

You can register for ongoing assistance [here](#).

Any questions please email equity-disability@unimelb.edu.au or [Book an appointment](#).



URL: <https://go.unimelb.edu.au/2wur>

OTHER RESOURCES, SERVICES, AND OPPORTUNITIES AT THE UNIVERSITY

The following tools can be used to assist in your enrolment and throughout your course

STOP1

What to do
After
Orientation

Progress your
FEIT
Experience

Student
Resources

Scholarships &
Prizes

STOP 1



Students can contact Stop 1 for assistance for any of the below:

- Student Administration
- Course Planning
- Enrolment
- Timetable
- Fees and Scholarships
- Wellbeing and accommodation
- Student Visa
- Special Consideration
- Exams and Results
- Graduation
- Global Study and Exchange
- And more!

How to contact Stop 1

Location: 757 Swanston Street, Parkville

Opening Hours:

Monday to Wednesday: 9AM – 4:45PM

Thursday and Friday: 10AM – 4:45PM

Closed on Weekends and University Holidays

[Book an Appointment](#)

[Submit an Enquiry](#)



URL: <https://go.unimelb.edu.au/n8rj>



WHAT TO DO AFTER ORIENTATION?



Visit the '**After Orientation**' Webpage to learn about your next steps.

Here you will find:

1. **Orientation Feedback Survey** – Tell us your thoughts about Orientation!
2. **Keep in touch** – learn about the Student Calendar & Newsletter!
3. **Find out more** – scholarships, resources, programs and opportunities to help you grow!



<https://go.unimelb.edu.au/raa8>

STUDY RESOURCES



STOP1 Student Services

Academic Skill Support

Health & Wellbeing

Calculator Policy

My Course Planner

Student ID Cards & Building Access

ENG & IT Express Newsletter



<https://go.unimelb.edu.au/ks2i>

PROGRESS YOUR CAREER

<https://go.unimelb.edu.au/7z8e>



There are numerous opportunities, programs and events available to Engineering and IT students at the Faculty to participate in **outside the classroom**.

All the opportunities at the Faculty can be categorized under 5 different series types:



INDUSTRY SERIES



PROFESSIONAL SKILLS
SERIES



TECHNICAL SKILLS
SERIES



WELLBEING SERIES



INTERNATIONAL
SKILLS SERIES

PROGRESS YOUR CAREER

<https://go.unimelb.edu.au/7z8e>



INDUSTRY SERIES

Industry-based events, programs, competitions, exhibitions and projects for Engineering and IT students.

By being involved, students can **connect with Industry** to better **understand and identify the skillset desired by employers**, thus clarifying their **understanding of future graduate and career pathways**.



PROFESSIONAL SKILLS SERIES

Internships, programs, opportunities, events and resources for Engineering and IT students to build their **Professional Skills**.

Enhances our students' **employability skills**, broadens their **knowledge** and supports in the **exploration of career options** by hearing from **alumni, industry experts and academic mentors** who share their **valuable experience and career insights**



TECHNICAL SKILLS SERIES

Programs, resources, initiatives and events to help students further develop their **technical skills** necessary to **excel in their field of industry**.



WELLBEING SERIES

Initiatives and events to foster a sense of **belonging, unity, and support** among students by **cultivating an inclusive cohort experience**.

Students gain a sense of **community and empowerment** that encourages the prioritization and nurturing of **mental, physical and spiritual wellbeing**, creating a **welcoming campus environment**.



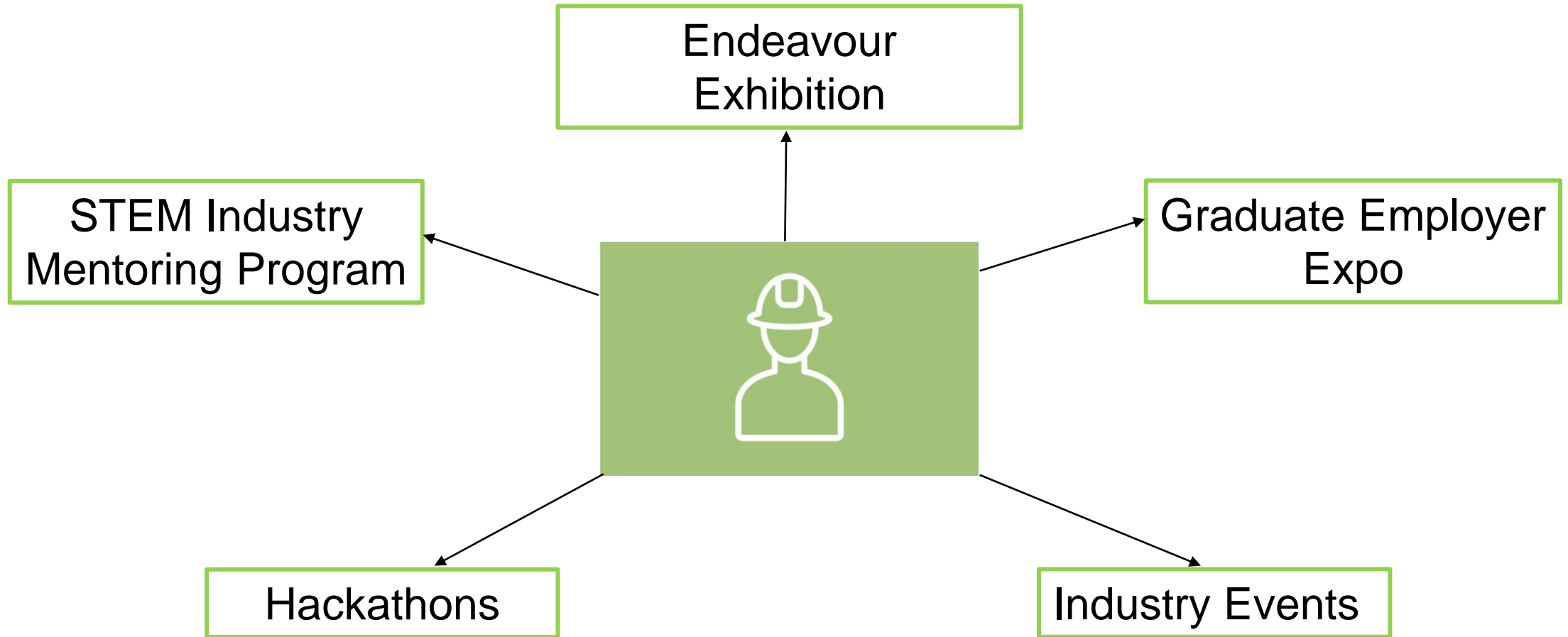
INTERNATIONAL SKILLS SERIES

Events and programs for students looking to gain the **skills and networks** needed for **success** in the **global Engineering or IT job market**.

This series increases the **intercultural competencies** of our students and helps in gaining the **essential skills** needed to **succeed in a global graduate workplace**.

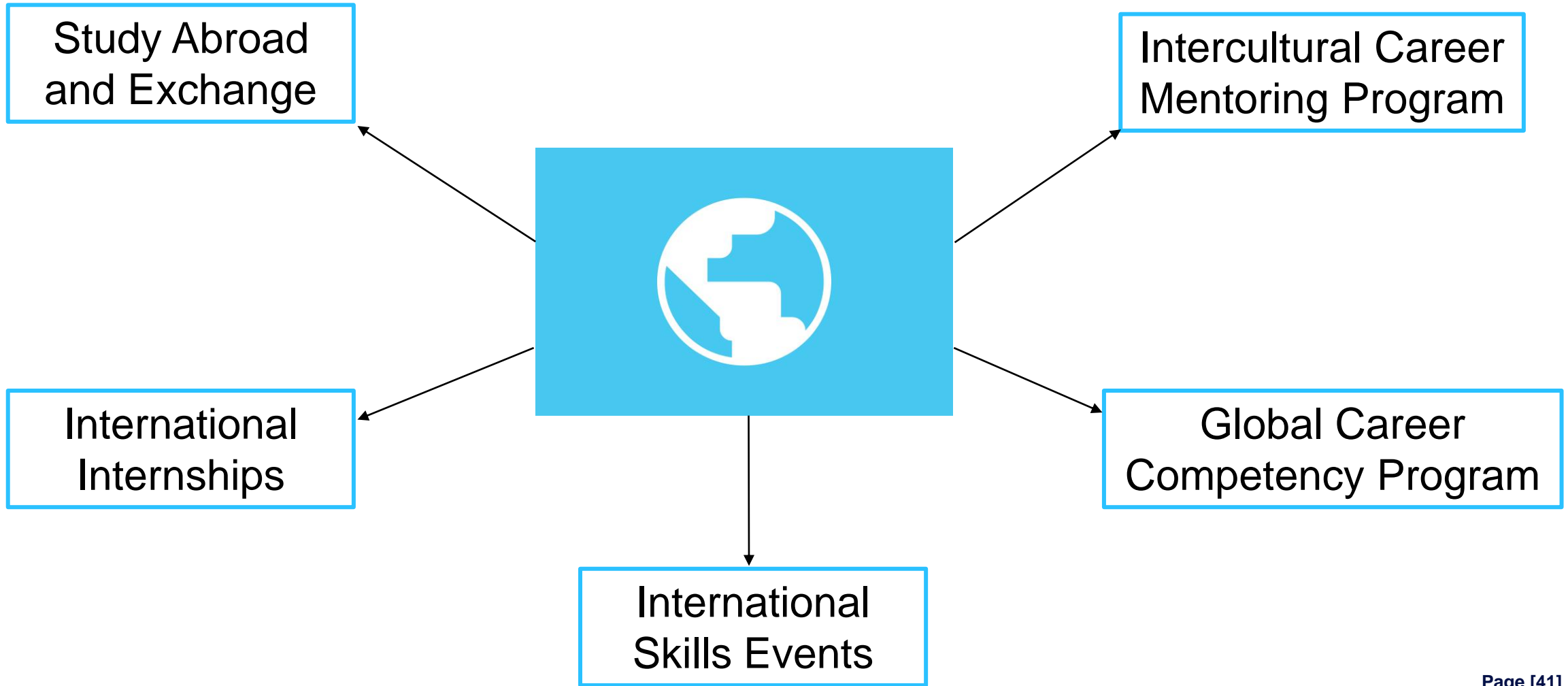
INDUSTRY SERIES

WHAT CAN YOU PARTICIPATE IN TO BUILD YOUR KNOWLEDGE OF INDUSTRY?



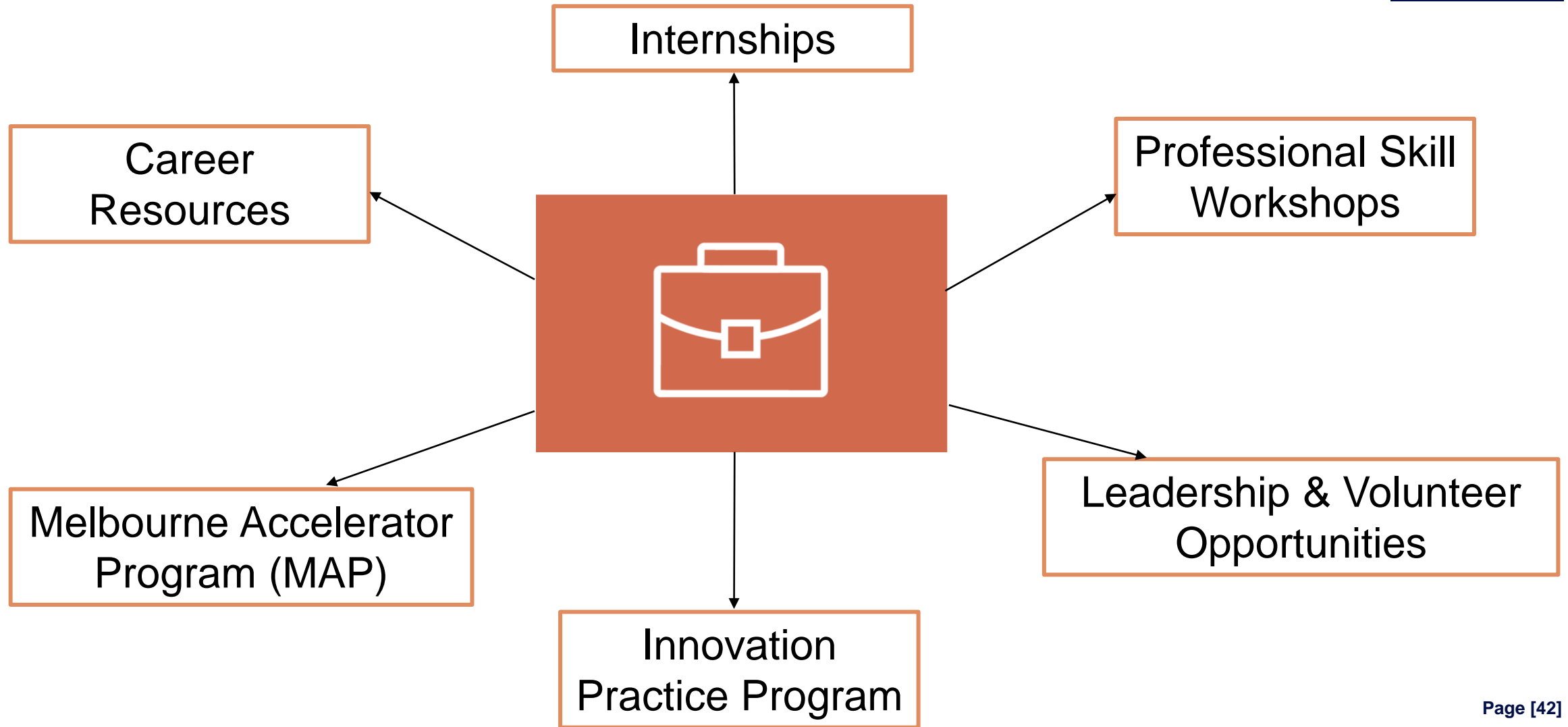
INTERNATIONAL SKILLS SERIES

WHAT CAN YOU PARTICIPATE IN TO BUILD YOUR INTERNATIONAL SKILLS?



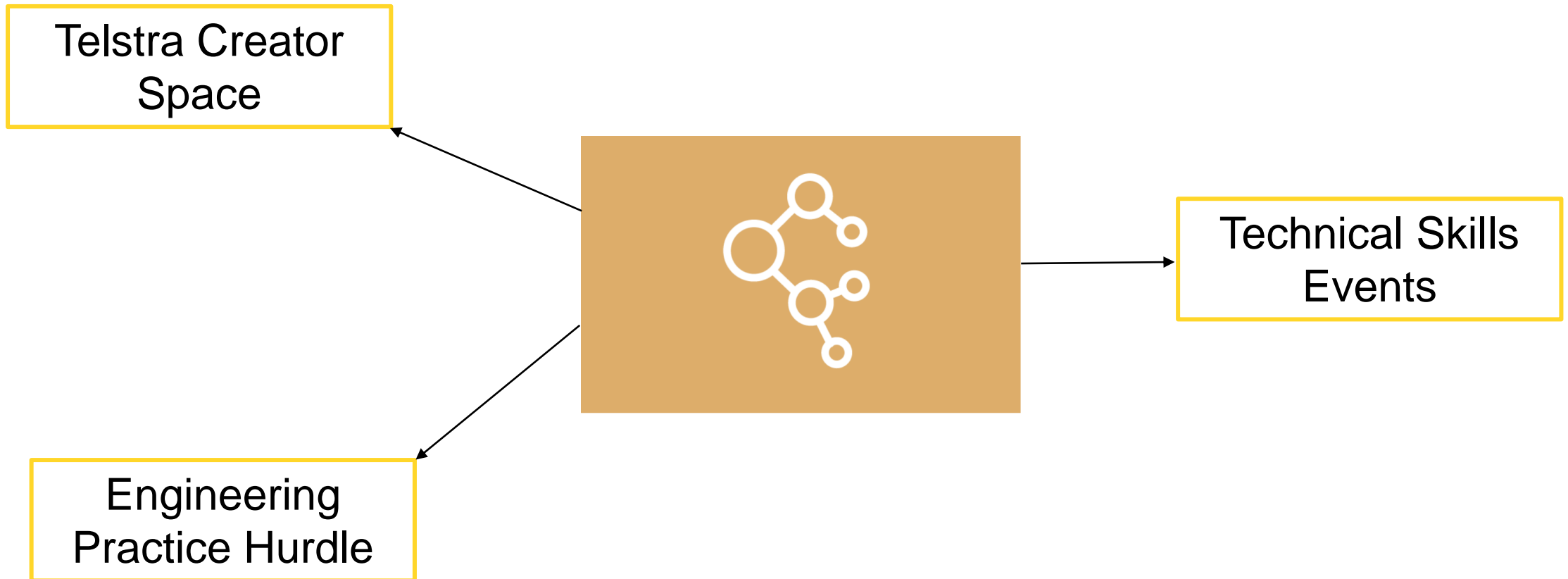
PROFESSIONAL SKILLS SERIES

WHAT CAN YOU PARTICIPATE IN TO BUILD YOUR PROFESSIONAL SKILLSET?



TECHNICAL SKILLS SERIES

WHAT CAN YOU PARTICIPATE IN TO BUILD YOUR TECHNICAL SKILLS?



WELLBEING SERIES

WHAT CAN YOU PARTICIPATE IN TO CONNECT WITH YOUR STUDENT COMMUNITY?





IN CONCLUSION

What's Next?

Feedback
Survey

Questions?

OPPORTUNITY TO WIN MERCHANDISE!



Win University of Melbourne merchandise by telling us what you thought about Orientation!



Simply click the survey below to submit your answers and go into a draw to win!



OR <https://go.unimelb.edu.au/2tqs>

Other advice...



Research Opportunities?

- PhD opportunities for students with good results (WAM of 80 and above).
- If you are interested, try to explore this early. All my PhD students all MEM and all were on the Dean's list.

Get to know your Professors and Lecturers

- May need a referee letter from them later
- Research assistant positions sometimes available.
- They may know open internship positions.

Master of Engineering Management student Community



Opportunity for MEM students to organize events for your own Master of Engineering Management cohort

Activities include:

Industry and Peer Mentoring

Industry visits

Other activities to promote interaction with Engineering managers and Alumni

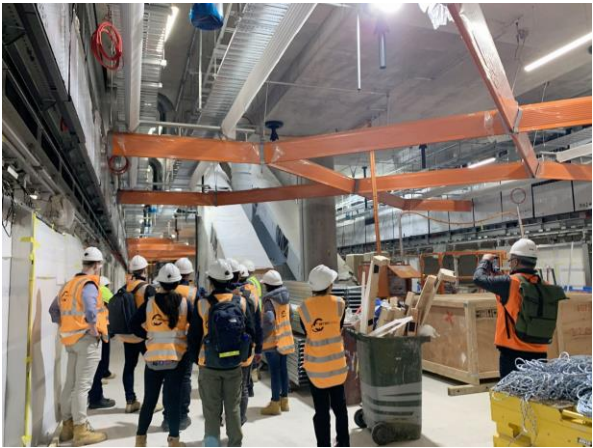
Our blog is here: <https://blogs.unimelb.edu.au/mem-student-community/about-us/>

If interested, please apply directly using this link

<https://blogs.unimelb.edu.au/mem-student-community/about-us/join-us/>



Extra-curricular Activities



QUESTIONS



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