



THE UNIVERSITY OF
MELBOURNE

Master of Information Systems

Meet your Course Coordinator

Libo Liu

Course Coordinator, Master of Information Systems

Senior Lecturer In Information Systems, Computing and Information Systems

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.



THE UNIVERSITY OF
MELBOURNE

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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



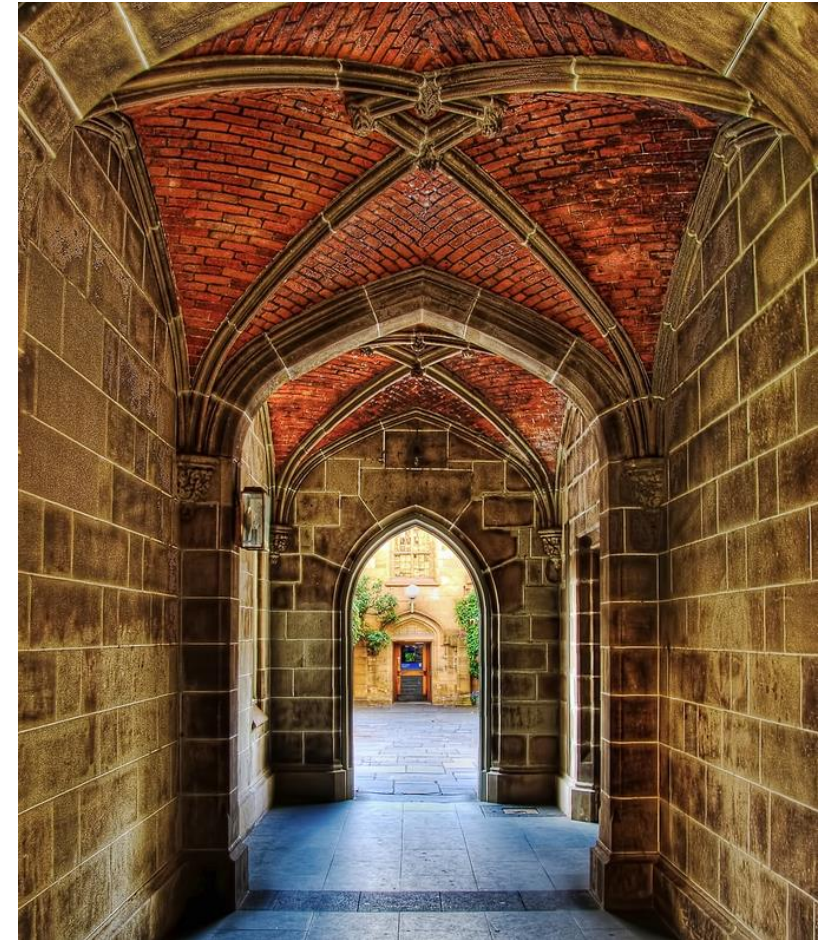
Academic integrity, misconduct and special consideration



Resources, services & opportunities at the University



Questions





THE UNIVERSITY OF
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ABOUT YOUR COURSE COORDINATOR

Get to know your course
coordinator

About course
coordinator

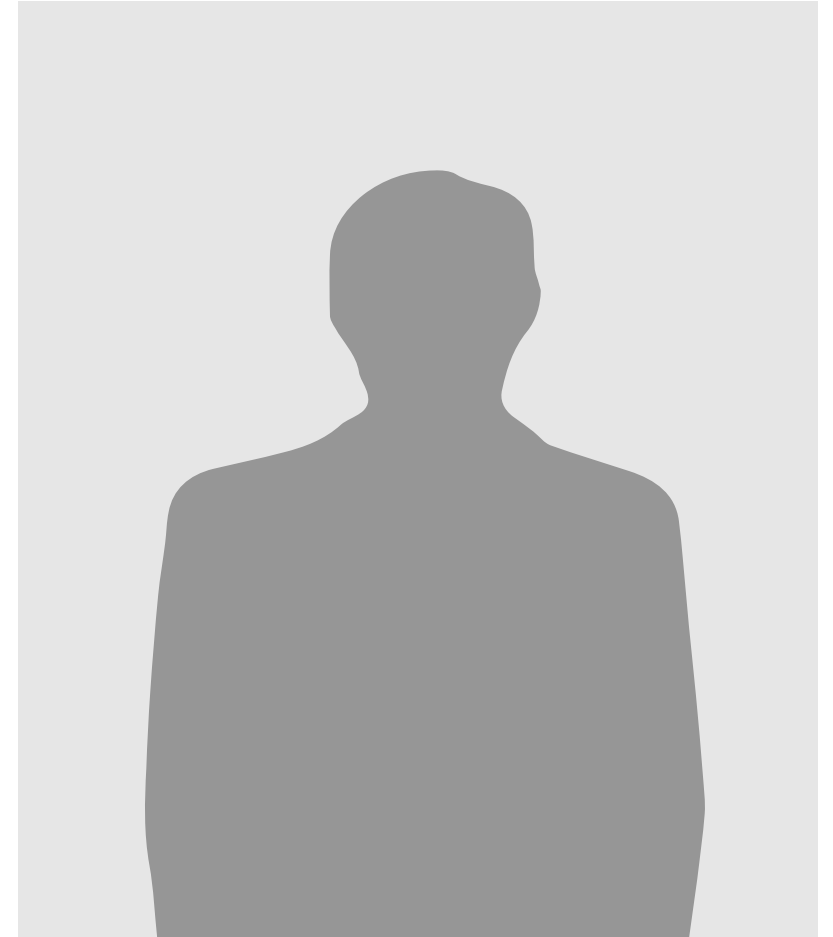
Support

Contact Hours

ABOUT COURSE COORDINATOR



- Share a little about yourself
- Your career journey
- How you have come to be the course coordinator for this course



SUPPORT

WHAT CAN YOUR COURSE COORDINATOR SUPPORT WITH?



Chat to the students about what kind of challenges they can expect to seek support from their course coordinators

CONTACTING YOUR COURSE COORDINATOR



IF APPROPRIATE, share your office hours and contact details and encourage students to reach out to you.



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

ABOUT YOUR COURSE



General overview of the course.

If appropriate, share names and titles of academic staff members that students can expect to meet.

Briefly mention details of how students can expect to be involved in Industry during this course (e.g., internship subjects, guest lecturers, field trips etc.)

HEADING (E.G., COURSE NAME)



Add Text

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'.	✗	✓

MASTER OF MECHATRONICS ENGINEERING (MC-MTRNENG) REQUIREMENTS



(UPDATE SLIDE 11 – 13 TO YOUR COURSE)

Compulsory subjects

Core foundational knowledge that builds towards your chosen engineering discipline

Engineering selective subjects

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

Elective subjects

Broader flexibility of engineering subject options within, or related to your engineering discipline to choose from

Core Specialisation subjects

Compulsory subjects that must be taken if completing the optional specialisation

Year 1	S1	Compulsory subject	Compulsory subject	Compulsory subject	Compulsory subject
	S2	Compulsory subject	Compulsory subject	Compulsory subject	Compulsory subject
Year 2	S1	Compulsory subject	Compulsory subject	Compulsory subject	Compulsory subject
	S2	Compulsory subject	Compulsory subject	Compulsory subject	Engineering Selective subject
Year 3	S1	Compulsory subject	Engineering Elective subject	Engineering Elective subject	Engineering Elective subject
	S2	Compulsory subject	Engineering Elective subject	Engineering Elective subject	Engineering Elective subject

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Year 2	S1	Compulsory subject	Compulsory subject	Compulsory subject	Compulsory subject
	S2	Compulsory subject	Compulsory subject	Compulsory subject	Engineering Selective subject
Year 3	S1	Compulsory subject	Engineering Elective subject	Core Specialisation Subject	Core Specialisation Subject
	S2	Compulsory subject	Engineering Elective subject	Core Specialisation Subject	Core Specialisation Subject

MASTER OF MECHATRONICS ENGINEERING (MC-MTRNENG) REQUIREMENTS



(UPDATE SLIDE 11 – 13 TO YOUR COURSE)

To obtain the degree (no specialisation) students must complete:

- 212.5 credit points of compulsory subjects
- 12.5 credit points of Mechatronics Engineering selectives
- 75 credit points of electives including
 - A minimum of 50 credit points of Group A electives
 - A maximum of 25 credit points of Group B electives

To obtain the degree with Manufacturing specialisation, students must complete:

- 212.5 credit points of compulsory subjects
- 12.5 credit points of Mechatronics Engineering selectives
- 75 credit points of core specialisation subjects and electives (from Group A and B) including
 - 50 credit points of core specialisation subjects

Year 1	S1	Compulsory subject	Compulsory subject	Compulsory subject	Compulsory subject
	S2	Compulsory subject	Compulsory subject	Compulsory subject	Compulsory subject
Year 2	S1	Compulsory subject	Compulsory subject	Compulsory subject	Compulsory subject
	S2	Compulsory subject	Compulsory subject	Compulsory subject	Engineering Selective subject
Year 3	S1	Compulsory subject	Engineering Elective subject	Core Specialisation Subject	Core Specialisation Subject
	S2	Compulsory subject	Engineering Elective subject	Core Specialisation Subject	Core Specialisation Subject

HEADING (E.g., COURSE STRUCTURE SUMMARY)



HEADING (E.g., ELECTIVES)



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 divided into specific year levels, reflecting the recommended order of completing the course. There is, however, some flexibility between Year 2 and 3 core subjects, depending on the requisites set between them. Check the individual Handbook entries of these subjects for more detail.



HEADING (E.g., STUDY DIFFERENCES)





THE UNIVERSITY OF
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COURSE PLANNING RESOURCES

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

Handbook

My Course
Planner

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

MY COURSE PLANNER



My Course Planner is an interactive web application that allows you to explore and design a program that's right for you. Accessing this tool will allow you to:

- View subjects and specialisations available for your course, including elective subject options.
- Test what happens if you select a particular specialisation/subject before you enrol
- Get a visual course plan that you can print and share. Like below:

A screenshot of the My Course Planner web application. The interface is dark blue with white text. At the top left, there is a logo for The University of Melbourne and the text "My Course Planner". To the right of this is a button labeled "SAMPLE COURSE PLANS". Below the header, there is a section for "My Course Plan" with a "Clear plan" button. The main title of the course is "Master of Information Systems". On the right side of this section, there is a circular progress indicator showing "25% Planned". Below the title, there is a section for the year "2024" with a dropdown arrow. Underneath, there are two rows of subject cards for Semester 1 and Semester 2. Each card is pink and contains the subject code, level, points, title, and semester options. Semester 1 includes: Introduction to Programming (Semester 1, 2), Database Systems & Information Modelling (Semester 2, 1), Concepts in Information Systems (Semester 1, 2), and Professional IS Consulting (Semester 2, 1). Semester 2 includes: Cyber Security Management (Semester 2), Skills for IS Research and Development (Semester 2), and Digital Business Analysis (Semester 1, 2). On the right side of the interface, there is a "PLAN CHECKLIST" section with a close button. It lists three items: "Course Point Rules", "All students must complete:", and "Additional rules", each with a red 'x' icon and a dropdown arrow.



URL: <https://go.unimelb.edu.au/b78i>

WHO CAN USE MY COURSE PLANNER?



My Course Planner is available to students admitted in the following degrees

Master of Biomedical Engineering

Master of Environmental Engineering

Master of Chemical Engineering

Master of Information Systems

Master of Civil Engineering

Master of Information Technology

Master of Computer Science

Master of Mechanical Engineering

Master of Digital Infrastructure Engineering

Master of Mechatronics Engineering

Master of Electrical Engineering

Master of Software Engineering

My Course Planner is currently not available to students admitted into the following degrees

Master of Energy Systems

Master of Industrial Engineering

Master of Engineering Structures

Master of Engineering Management

Master of Environmental Systems Engineering



URL: <https://go.unimelb.edu.au/b78i>

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

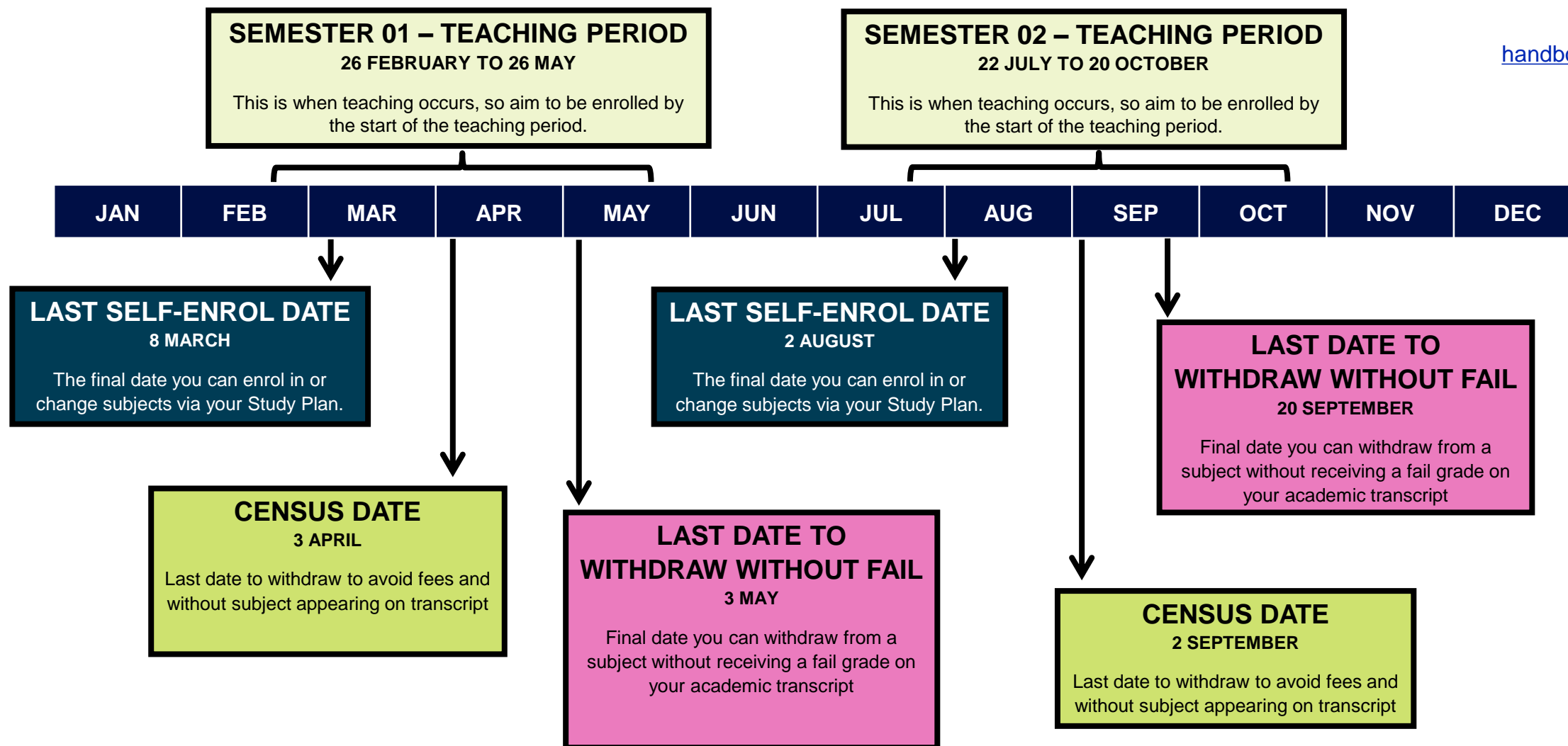
KEY DATES, DEFINITIONS & TIMELINE

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 LEARN 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>

SCHOLARSHIPS & PRIZES



The majority of scholarships are open in 3 rounds across the year.

Round 1 applications open Friday 1 March 2024



Some Round 1 scholarships open to First Year Students:

- Airwallex Excellence in Technology Scholarship
- Telstra Masters Scholarship

To check full eligibility, selection criteria and other scholarships available, please visit: <https://go.unimelb.edu.au/t8qe>

Scholarships by Round

To view the scholarships offered in each round, please navigate to the pages below.

Round 1, 2024 Applications open Friday 1 March - Tuesday 19 March View >	Round 2, 2024 Applications open Friday 26 July - Tuesday 13 August View >	Round 3, 2024 Applications open Friday 16 August - Tuesday 3 September View >
Student Enrichment Grant, 2024 Scholarships under this category are open for application throughout the year and awarded to multiple recipients View >	Other Scholarships, 2024 Offered at times outside of rounds 1, 2 & 3. View >	

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**.



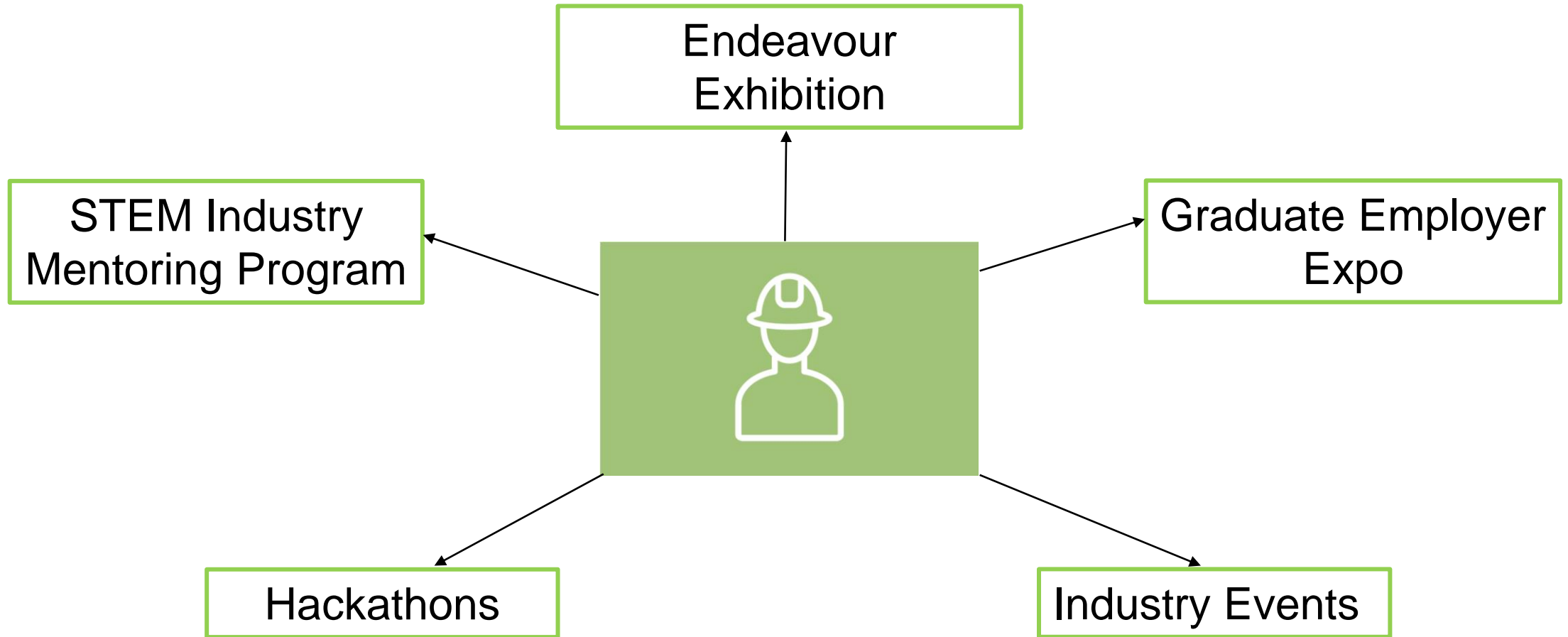
INTERNATIONAL SKILLS SERIES

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**.

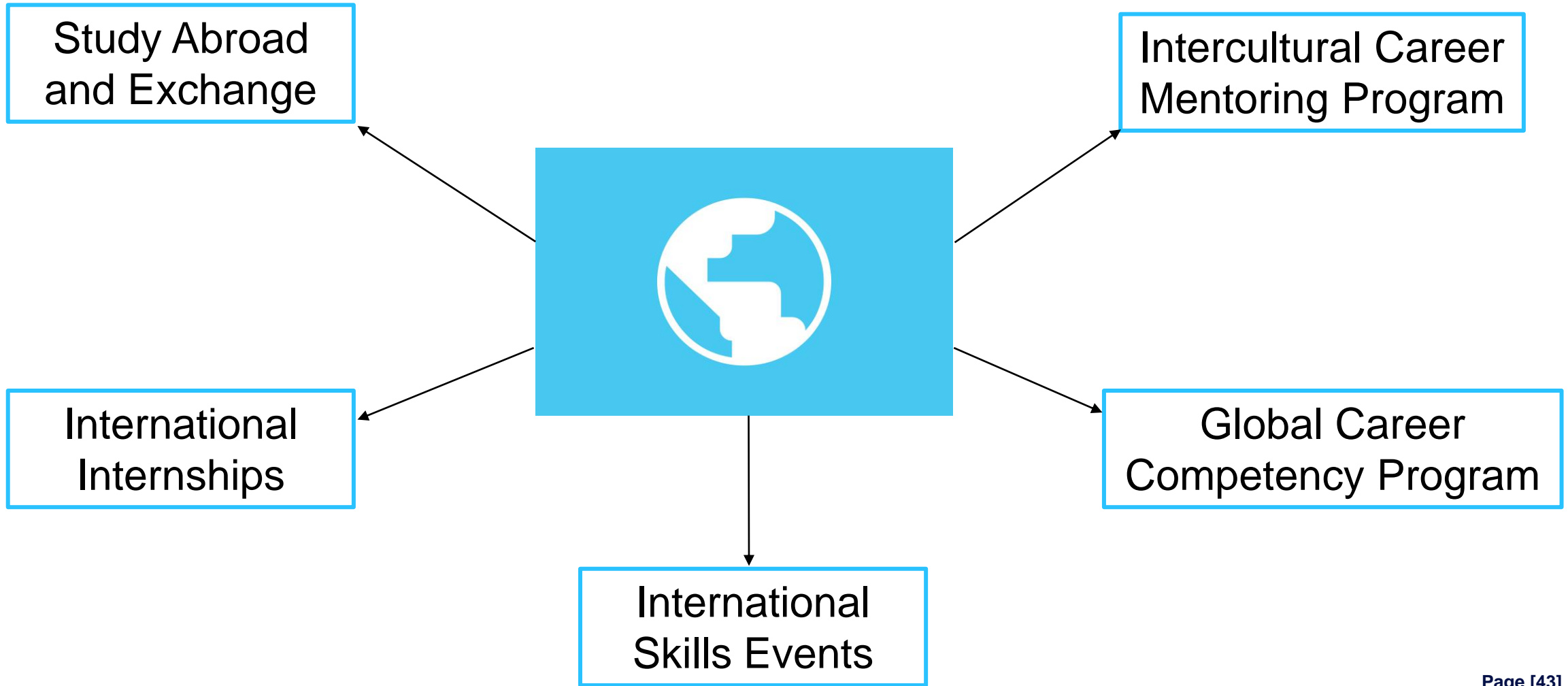
INDUSTRY SERIES

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



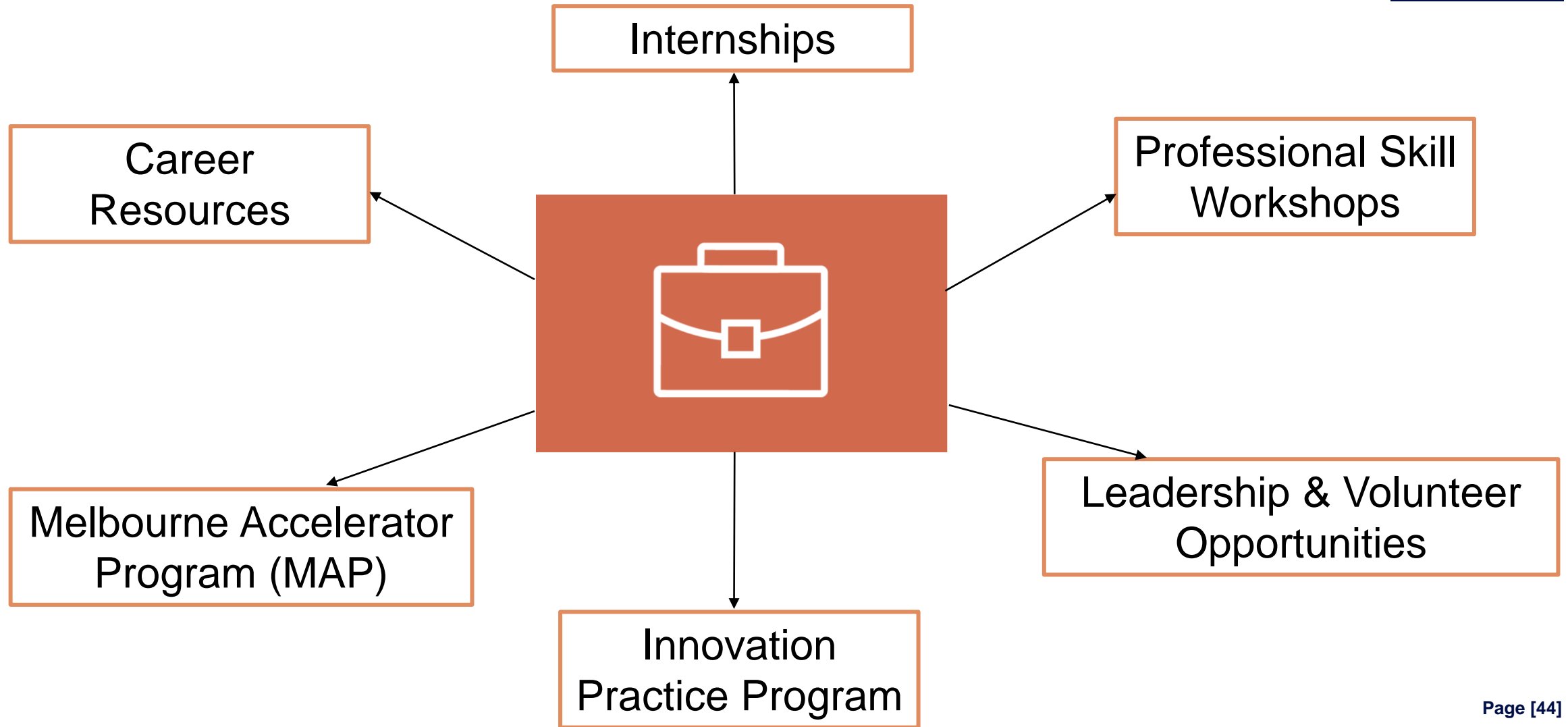
INTERNATIONAL SKILLS SERIES

WHAT CAN YOU PARTICIPATE IN TO BUILD YOUR INTERNATIONAL SKILLS?



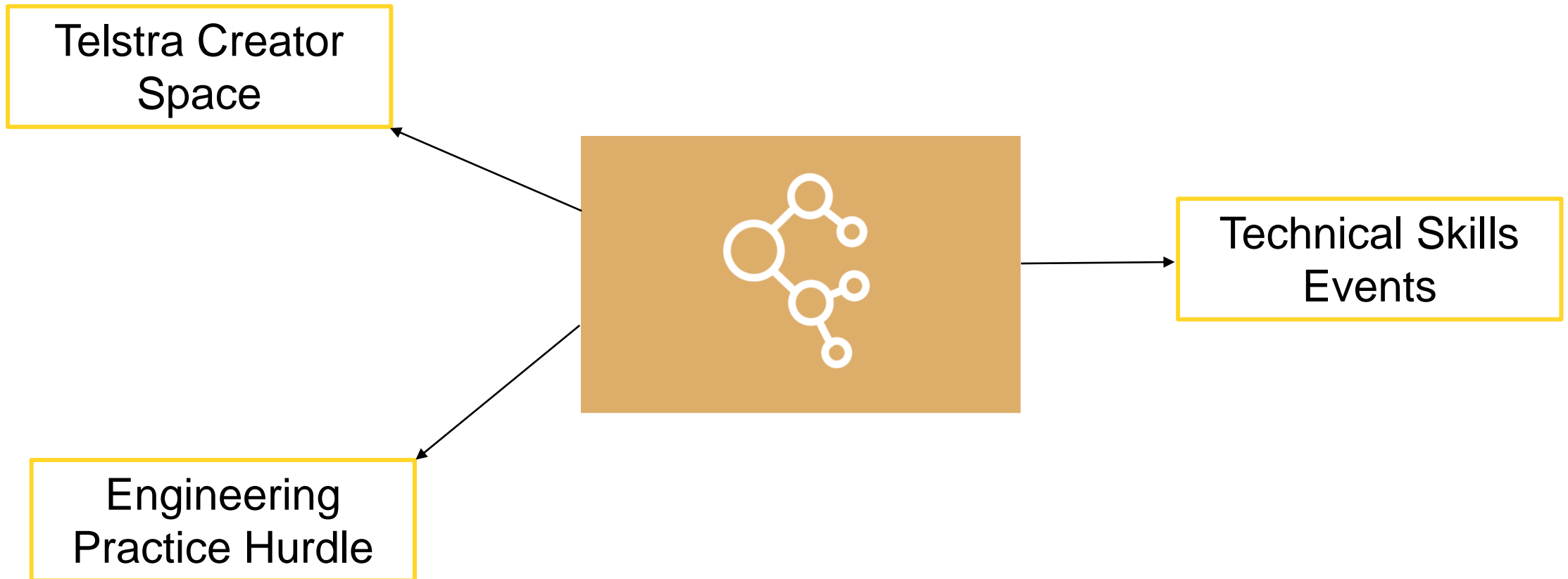
PROFESSIONAL SKILLS SERIES

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>

QUESTIONS



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