Enrol and Connect
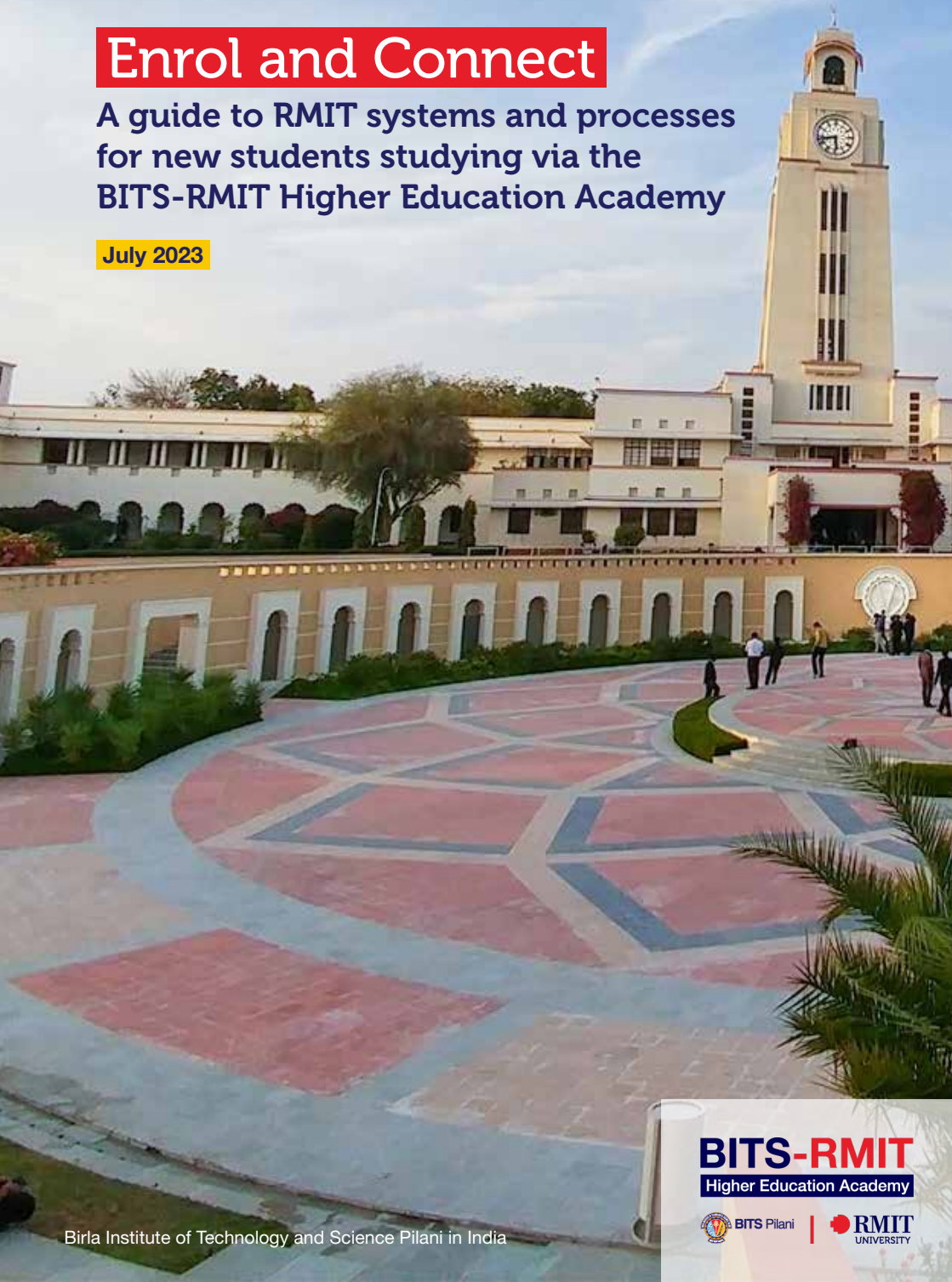
A guide to RMIT systems and processes for new students studying via the BITS-RMIT Higher Education Academy

July 2023

BITS-RMIT
Higher Education Academy

BITS Pilani | RMIT UNIVERSITY

Birla Institute of Technology and Science Pilani in India

Welcome to the BITS-RMIT Higher Education Academy

As Vice-Chancellor and President of RMIT University, it is my great pleasure to welcome you to the BITS-RMIT Higher Education Academy and to RMIT University.

As a student of the Academy, you're part of both Birla Institute of Technology and Science Pilani in India and RMIT University in Australia.

You have the unique opportunity to learn at two leading international institutions, experience the diverse cultures of both countries, and ultimately graduate with two degrees – one from BITS Pilani and one from RMIT University.

While you will spend the first two years of your degree living and studying at a BITS Pilani campus in India and undertaking predominantly BITS Pilani courses, you'll also have RMIT courses taught by RMIT teachers, so you'll be getting a global education as soon as you start your studies.

After two years, you will transfer to complete your degree at RMIT in Australia. When you join us, you'll be warmly welcomed to our vibrant campus in the heart of Melbourne, with access to state-of-the-art facilities, inspiring faculty, close industry connections and a wide range of extra-curricular activities.

At RMIT, we are committed to preparing all our students to achieve their goals and contribute to a changing world. Over our 136-year history, we've forged strong partnerships and continue to foster deep relationships with industry, so your learning at RMIT won't just be in the classroom, it will be in real-world situations with potential future employers.

By the time you graduate, you'll be ready to succeed in the rapidly changing world of work in India, Australia or beyond.

This is the start of an exciting journey where you'll be part of a network of over 96,000 RMIT students around the world. 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 both BITS Pilani and RMIT. We will be here to support you as you make new friends, build your international networks, gain industry experience, and develop your skills.

Best wishes.

Professor Alec Cameron
Vice-Chancellor and President
RMIT University

What's next...

Students website

Find what you need online.

RMIT students website

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.

Important Dates

Each year RMIT publishes a list of important dates for students studying at partner institutes outside Australia.

Important dates include:

- enrolment session dates
- class start date
- last date to add your courses
- census date
- exam period
- result release date.

The census dates are especially important as these are deadlines to take important actions, such as to drop courses or apply for leave of absence without a withdrawn grade.

> Go to rmit.edu.au/students/my-course/important-dates.

How to access RMIT systems

Use your RMIT ID or email address, password and multi-factor authentication (MFA) to access RMIT systems.

As a student studying via BITS-RMIT Higher Education Academy, you'll use RMIT systems to complete your RMIT University courses/subjects and BITS systems for your BITS Pilani courses/subjects.

Let's get you set up to access RMIT systems!

> Go to rmit.edu.au/students/support-services/it-support-systems/id-password#log-in-first-time and complete all steps under the heading **Log in for the first time**.

	Expand all sections ✓
Step 1. Determine your RMIT ID or email and temporary password	⌄
Step 2. Change your password	⌄
Step 3. Set up your self-service details	⌄
Step 4. Register for multi-factor authentication	⌄

Don't know your RMIT ID?

Your RMIT ID is the letter 's' followed by your 7-digit student number (excluding any additional letters). You can find it listed in your RMIT Welcome and enrolment email sent to your personal email account.

Your RMIT ID

S _ _ _ _ _ _ _

Your RMIT email address

s _ _ _ _ _ _ _ @student.rmit.edu.au

Need help?

If you need help setting up your RMIT login details, contact IT Connect, RMIT IT systems and support services.

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.

> Access your RMIT email account via the Outlook login page: outlook.office.com.

Enrolment Online

Manage your RMIT enrolment and student record using RMIT's Enrolment Online system.

Enrol (add, drop or change classes)

This is how you'll enrol for each year of your program.

RMIT will provide instructions on how to complete your enrolment in Enrolment Online for each year of your program.

View academic history/results

Find your entire enrolment history, results and grade point average (GPA) via your Academic History document.

View Statement of Enrolment (SoE)

This is your official statement which confirms your program and course enrolments in a term.

Cancel program

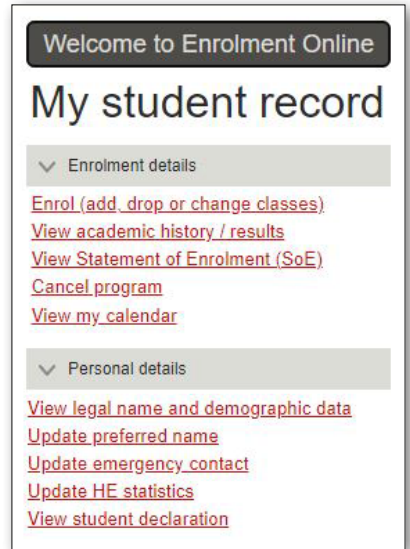If you don't want to continue your study with RMIT, click the link and follow the steps to withdraw from your program.

View my calendar

View your important dates, including the dates your classes start and end, your results release date, and your census date.

Personal details

Here you can update your personal details (e.g. your preferred name, email, home address, contact number) as well as view your Statement of Student Responsibilities.

> Access Enrolment Online via **sams.rmit.edu.au**.

Canvas

Canvas is RMIT's online learning management system where you'll access study materials for your RMIT courses.

You'll use Canvas regularly to:
- access course content and announcements, including class notes and resources
- find and submit assessment tasks and assignments
- receive grades and feedback
- communicate with your teachers and classmates using discussion boards.

Note: You need to enrol in your RMIT courses via Enroment Online before your courses and study material will appear in Canvas. Once you have enrolled, your courses should appear in Canvas seven days before the official course start date.

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 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 with its layout and functions. You can find more information about setting up Canvas at rmit.edu.au/students/my-course/canvas.

> Access Canvas via 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, as well as study support at 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/about-and-contacts/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 emedia.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 of or appeal decisions that impact 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.

Student Complaints

RMIT takes student complaints seriously and has 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.

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 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.

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 to find more information about academic integrity.

Extensions and special consideration

If unexpected circumstances outside your control affect your ability to complete an assessment, you can apply for an extension or special consideration.

You can find out more about extensions and special consideration, including how to apply and guidance on appropriate supporting documentation, by visiting rmit.edu.au/students/my-course/assessment-results/special-consideration-extensions.

Equitable Learning Services

Equitable Learning Services (ELS) is RMIT dedicated support service for students with a disability, long-term illness and/or mental health condition. ELS also supports primary carers of individuals with a disability.

ELS can help you in developing an individual Equitable Learning Plan that provides reasonable adjustments to ensure you can participate in your studies and assessments.

For more information including how to apply for ELS support, go to rmit.edu.au/students/support-services/equitable-learning.

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.

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
- questions about assignments, coursework and due dates.

> Contact your coordinator via Canvas at 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.

STEM College (STEM Student Lifecycle)

If you need help with administrative questions about RMIT courses and enrolment.

> Visit rmit.edu.au/students/support-services/student-connect/school-college-contacts/college-stem.

IT Connect

For IT enquiries and support:

> Visit rmit.edu.au/students/support-services/it-support-systems/it-connect.

RMIT University in Australia, Melbourne City campus