




Murdoch
UNIVERSITY

A young woman with long blonde hair, wearing a black wide-brimmed hat and a black t-shirt, is smiling and looking towards a young man. The man has short brown hair and is wearing a white t-shirt and sunglasses. They are standing on a balcony with a metal railing, and their hands are clasped together. The background is a blurred outdoor setting with greenery and a building. A large red circle is overlaid on the bottom right of the image, containing the title text.

Murdoch New Student Guide

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Congratulations and welcome to Murdoch University

To make your transition to university as easy as possible, we have created this student guide to provide insider's advice on how to be a successful student.

Whether you are returning to study after a long time, looking for a new challenge or are embarking on your university journey for the first time, this guide will be useful to you. Inside, you'll find:

A list of key tasks to complete in your first few weeks at Murdoch

Information on how to become a successful student

Information on how to get help should you need it

On behalf of Murdoch University, we wish you every success with your studies.

CONGRATULATIONS



Understanding your course

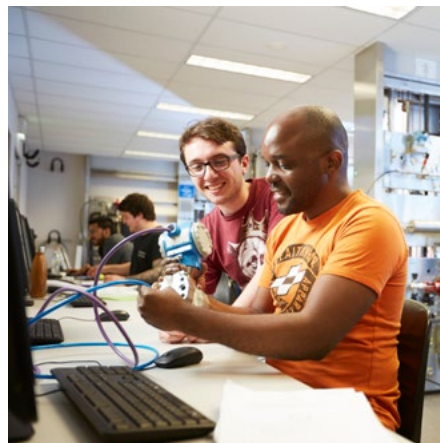
We offer a comprehensive range of courses at Murdoch, all of which have their own expertly-designed course structure. It is important that you understand your course's structure so you can get the most out of your studies.

Your course requires the completion of a certain number of 'credit points'. For example, a three-year bachelor's degree requires the completion of 72 credit points, while a four-year bachelor's degree requires 96 points.

To achieve these credit points, you'll complete individual 'units' that belong to your course. These units contribute to the many different components that make-up your course. Your course may have components such as a career spine, course core, majors, co-majors, minors and general electives.

To find your course structure, head to the university Handbook and search for your course. The Handbook can be accessed at handbook.murdoch.edu.au

If you need help understanding your course structure, contact a friendly Student Success Advisor at a myMurdoch Advice location on campus (murdoch.edu.au/MyMurdochAdvice) or email advice@murdoch.edu.au



How to enrol

Plan

Use the Handbook (handbook.murdoch.edu.au) to search for your course and view the course structure. Each unit will have a 'S1/S2' noted underneath to show whether it is offered in semester 1 or semester 2, and 'external/internal' to note whether it is offered in internal (on campus) or external (online) study mode.

At Murdoch, full-time enrolment is 12 credit points per semester, or 24 credit points over a year. International students are required to study full-time to comply with visa requirements.

Domestic students have the option to study part-time and enrol in as little as one unit (2-3 credit points) per semester, as long as their course permits it. You can check this under 'duration' in the course description in the Handbook handbook.murdoch.edu.au

Enrol

You enrol in your units through the MyMurdoch student portal. This process is called the 'self-enrolment steps'. You start with a disclaimer and work through each step in order to finalise your enrolment. At the 'units' step you can search for and add your units for the year.

Drop-in enrolment help sessions run throughout Orientation Week. Find more information about these sessions on the Orientation webpage: murdoch.edu.au/Orientation

Choose your class timetable

After you have enrolled in your units you can choose your weekly class timetable. This process is called 'class sign up'. Class sign up is only required for internal (on campus) units and opens about one month before the semester begins. You can access class sign up through the MyMurdoch student portal or the quick link here: murdoch.edu.au/ClassSignup

If all the class options for a unit are showing as 'full', please contact the Unit Coordinator to let them know, as they will open more spaces: murdoch.edu.au/UnitCoordinators

Help and advice

If you would like assistance with planning your units or choosing your class timetable, please contact a friendly Student Success Advisor at a myMurdoch Advice location (murdoch.edu.au/MyMurdochAdvice) or by email at advice@murdoch.edu.au

ENROLMENT

Update your personal details online

It's important to check that your contact details and preferred name are accurate and up-to-date. You can do this through the MyMurdoch student portal.

To change any other details or for questions, please send a request through MyAnswers: murdoch.edu.au/MyAnswers

Pay or defer your tuition fees

Tuition fees

Domestic students - Can I defer my fees to a HECS-HELP loan?

- » You can choose to defer all or part of your fees to HECS-HELP if you are an Australian citizen, a Permanent Humanitarian Visa Holder, or New Zealand Citizen with a Special Category Visa (SCV) who meets the HELP residency requirements, and meets the general eligibility criteria.
- » If eligible, you can obtain a HECS-HELP loan through the 'Commonwealth Assistance Form' self-enrolment step.
- » If you have elected to make either a partial or a full upfront payment, or if you're not eligible to defer your fees, you must make your payment before census date to avoid being excluded from your units.

International Students

- » International student fees are due the Friday before the start of the teaching period. Students are required to make payment on or before the due date.
- » Students can view fee details and payment due dates via their fee invoice. This is available in the MyMurdoch student portal.

Student Services Amenities Fee (SSAF)

What is the SSAF?

- » The SSAF is a fee that goes towards student services of a non-academic nature. At Murdoch, the SSAF goes towards many important services on and off campus including health, wellbeing, careers, financial and welfare support.
- » You are required to pay the SSAF for each teaching period you study. The exact fee varies depending if you're doing full-time or part-time study, and your campus of study.

Can I defer my SSAF?

- » Yes, if you are an Australian Citizen, hold a Humanitarian Visa or New Zealand SCV eligible, and are enrolled in a Bachelor or Graduate course. Complete and submit the SA-HELP form in the self-enrolment steps.

What if I am not eligible to defer my SSAF?

- » If you are not eligible to defer your SSAF, you need to pay your SSAF upfront before the due date. You can make payment online or at the Student Centre.

SEEKING
TUITION FEES



Week one checklist

1. Get prepared for classes

Before your first class, access the Learning Management System (LMS) for each unit and explore the resources for your first class. In particular:

- » Check if your Unit Coordinator has posted anything in the announcements forum.
- » Locate the Unit Information and Learning Guide (UILG) and save a copy so it is easily accessible.
- » Within the UILG, read the study schedule for the unit, including the assessment dates.
- » Check and complete the required readings before the first class.
- » Some Unit Coordinators share the lecture slides early, so you can print a copy for notes.

2. Participate in your classes for each unit

It's important to start the semester on the right foot by not missing any classes. The first week of classes provide a great introduction to the unit, and a chance to meet your peers. For external students, ensure you are participating in the online activities as needed, so you don't fall behind.

3. If available, enrol in Peer Assisted Study Sessions (PASS)

PASS is an optional additional support class available for select units, and is facilitated by high-achieving students in your field of study. More information about PASS is available online goto.murdoch.edu.au/PASS

4. Check out the UniEdge calendar

'UniEdge' is Murdoch's support program for new students. Find out what events are happening on campus and explore great online resources by visiting the UniEdge website murdoch.edu.au/uniedge

Get Free Software

Microsoft Office 365

Microsoft Office 365 is a full version of the Microsoft Office suite (including Word, Powerpoint and Excel) and is available free of charge to all enrolled Murdoch University students. Each student is allowed to install Microsoft Office on up to five devices (Windows, Mac, iPad, Android). For more information, including how to get Office 365 ProPlus for free, visit murdoch.edu.au/OfficeForStudents.

Endnote

EndNote is a bibliography citation management software that allows you to: create a database of references; search and download references from electronic databases and library catalogues; store downloaded PDFs with their relevant references; insert in-text citations into your thesis, assignments, publications, etc.; generate bibliographies in specific styles; and share your library or group of references with others. To download Endnote visit murdoch.edu.au/EndNote

WEEK ONE



Transport to uni

Public transport (Transperth)

University students studying full-time are eligible for a concessional SmartRider card. A concessional SmartRider card gives discounted fees for travel on Transperth buses, trains and ferries in the metropolitan area.

SmartRider cards can be purchased from the Guild Kiosk on Perth campus, at TransPerth InfoCentres and at other sales outlets. You can find a full list of locations on the TransPerth website.

To register your SmartRider as a concessional card, you must be studying full-time and enter your card number in the self-enrolment steps under 'services'.

If you do not register your SmartRider, you are not eligible for a travel concession. Your student card alone is not accepted. If you pay a concession fare without a Tertiary SmartRider you face a \$100 on-the-spot fine.

For more information about Transperth and Tertiary SmartRiders, please visit transperth.wa.gov.au

Parking at Murdoch

There are a variety of parking options at Murdoch University. At the Perth campus, you may purchase an annual or semester parking permit, purchase a day permit, or purchase a ticket from a ticket machine at an hourly rate.

Parking is free at our Mandurah campus, however you will need to display a valid parking permit.

To find out more about parking on campus, visit the website murdoch.edu.au/ParkingPermitsFees

ACROD

If you are the holder of an ACROD sticker you do not need to apply for a parking permit. Please display your ACROD sticker when parking in any of the signed ACROD bays across campus.

Cycling to Murdoch

Ride your bike to university and secure it in our purpose-built bicycle lockers. To obtain a pin code for the lockers, contact the Student Centre on campus, by email studentcentre@murdoch.edu.au or by phone on 1300 687 3624..



Food and fun on campus

Fun

The Murdoch University Student Guild helps students get involved in campus life. You can join a club or society, work out at our sports centre, or have a drink with your friends at the tavern. Special events are also held on campus each year including Festival Day, Multicultural Day, and the Stamp Out Stress Day. To get involved, go to the Murdoch University Student Guild's website at murdochguild.com.au

Food

There is also a variety of food options available on campus. At Perth campus you'll find vibrant cafés and restaurants. You can grab a bite to eat from one of the daily local food trucks, or explore the brand new **Student Hub** with a range of choices. Mandurah and Rockingham campuses both have student cafés for coffee and snacks.



FOOD AND FUN



Learning expectations

Unit workload

When planning your study schedule, you should allocate approximately 10 hours per week for each unit you study. These 10 hours may include:

- » Completing the required readings and preparing for classes
- » Going along to lectures or listening to lectures online
- » Taking notes during the lecture and revising them after the lecture
- » Attending and participating in classes (or in online forums)
- » Meeting up with other students to discuss group projects
- » Researching and writing assignments
- » Creating and practising oral presentations
- » Studying for exams



EXPECTATIONS



Enhancing your online learning experience

Whether you are studying internally or externally, most of your unit resources and learning essentials are found on the Learning Management System (LMS).

The following are some key things you can do to help you succeed in the online learning environment.

- » Print out a copy of the lecture slides and write notes on them as you listen to the lecture
- » Engage and discuss ideas and topics with fellow students in the online forum (don't just put forward your own opinion, try to engage with ideas from the readings and lectures too)
- » Read important messages posted by your Unit Coordinator or tutor

LMS might look slightly different for each unit depending on how Unit Coordinators have chosen to lay out their unit. Make sure you have a good look at each unit's LMS page to know what to look for when you need it.

Get fit physically and mentally

Murdoch University's Perth campus has a gym and offers social team sports. Students can join the gym at a discounted rate. Daily exercise is a fantastic way to clear your head and stay healthy, and social sport is a great way to make friends. Visit the website to see what's on offer

murdoch.edu.au/Murdoch-Sports

The Murdoch University Counselling Service has lots of information about taking care of your mental health whilst studying, including online resources and mindfulness apps.

Visit the Counselling website at murdoch.edu.au/Counselling.



Unit Information and Learning Guides

Each unit has a Unit Information and Learning Guide (UILG) located on its LMS page.

UILGs are an excellent resource. Use them to form your study schedule and plan ahead for a successful semester. Make sure you download and read each guide thoroughly at the beginning of the semester. You will refer to them so often that you might like to consider printing them.

UILGs contain everything you need to know about each unit, including:

- » Names and contact details for the Unit Coordinator (and Unit Manager if it is a large unit)
- » Names and contact details for tutors
- » Learning outcomes for the unit
- » Assessment instructions and deadlines (including allocated marks for each assessment)
- » Policy regarding late submission of assessments (including penalties)
- » An overview of each week's topics
- » Information about your course materials and recommended readings
- » Information about the required referencing style and academic conduct
- » Information about exams (if applicable).

Using the Library

The Library is filled with useful resources that are available to all students, which allows you to:

- » Access all the materials you need for your studies, including high demand learning materials, unit readings, online journals, e-books and past exam papers
- » Access and borrow materials from other libraries
- » Explore subject guides and receive assistance from Library staff
- » Learn APA, Chicago, MLA and other referencing styles
- » Access computers, internet, copying, scanning and printing
- » Access the 24/7 learning common area

For more information on the Library, or to contact the Library, visit library.murdoch.edu.au/



Assessments

As a university student you are expected to complete one or more assessments for each unit that you are enrolled in. These can include online quizzes, essays, oral presentations, mid-semester tests, group projects, and portfolios.

Questions about assessments

If you are having difficulty understanding or completing an assessment, your tutor should be your first point of contact. Your Unit Coordinator should be the next person you speak to if your tutor cannot answer your specific question.

Academic integrity

Murdoch University is an academic community based on trust, fairness and honesty, and you are required to respect these values in all of your work by following the rules of academic integrity. You should complete the Murdoch Academic Passport (MAP) as soon as possible to learn more about academic integrity murdoch.edu.au/MurdochAcademicPassport

Support with assessments

We have many support services to help you with your studies. The best place to start is myMurdoch Advice, where friendly Student Success Advisors and Peer Academic Coaches (PACs) can offer guidance. Visit a myMurdoch Advice location on campus or email advice@murdoch.edu.au

Murdoch students also have exclusive access to a range of online academic support resources including Studiosity (murdoch.edu.au/studiosity), Grammarly (murdoch.edu.au/Grammarly) and the Communication Skills Toolkit (murdoch.edu.au/CommsSkillsToolkit)



Support for students with a disability and/or medical condition

If you have a disability and/or medical condition, you can apply for alternative arrangements for assessments and exams. This will enable you to undertake assessments and exams on an equitable basis. To discuss and arrange support, contact the Equity and Social Inclusion Office as soon as possible on (08) 9360 6084 or equity@murdoch.edu.au.

Submitting assessments

Directions on how to submit assessments are provided in each Unit Information and Learning Guide (UILG). For most units, assessments are submitted electronically through the Learning Management System (LMS).

The UILG will outline the fine details for submitting assessments, including cover sheets, plagiarism checks and late penalties. Late submissions normally have marks deducted per day overdue, and some units require that all assessments be submitted in order to pass the unit.

If you are unable to submit an assessment due to unforeseen circumstances such as illness, you should contact your tutor as soon as possible. You will need to provide supporting documentation, such as a medical certificate or letter from a counsellor, to be granted an extension.

Returning assessments

Graded assessments are usually returned to you no later than two weeks after submission. Understanding assessment feedback is very important as it will highlight what you did well and how you can improve.

Sometimes it is difficult to take on feedback, especially if you didn't do as well as expected. If after a few days, and after re-reading the feedback, you would like some further explanation about your marks, ask your tutor for some time to discuss your assignment and the feedback.



Exams

General information about exams

Many units at Murdoch require students to sit a final exam at the end of each semester. Exams occur during weeks 16 and 17 of each semester, and each exam may run for 2-3 hours. The exact weighting for each exam will be detailed in the Unit Information and Learning Guide. Some units require students to pass the final exam in order to pass the unit.

Exam timetable

The exam timetable is posted online and on noticeboards on each campus. Semester timetables are released in Week 9; trimester weeks 7-8; and summer and winter units in weeks 3-4. The timetable will contain details such as exam dates, times, and locations. Students can search for the exam timetable online at murdoch.edu.au/ExaminationsTimetable.

Preparing for exams

Revision

- » Familiarise yourself with the learning outcomes for each unit.
- » Make thorough notes all semester, and condense key ideas
- » Revise key ideas
- » Revise information from presentations and lectures
- » Develop revision aids according to your learning style. For example, visual learners may wish to draw pictures to illustrate key ideas

Read and practise past exam papers

Past exam papers for the previous five years are available online at murdoch.edu.au/ExamPapers

Ask your tutor or Unit Coordinator if the upcoming exam will be similar to previous exams. If so, you may also want to practise completing the past paper in exam conditions - see how you go!

Exam anxiety

If you suffer with exam anxiety, help is available. Our Counselling Service provided one-on-one support and many online resources to help you maximise exam success. Visit the Counselling website to find out more: www.murdoch.edu.au/Counselling

Find out more about exams

The Exams web page contains further information about exams including materials you can take with you, what to do if you're unwell and how to access exam results. Visit the page at

murdoch.edu.au/Examinations



Support with your studies

At Murdoch there are many dedicated teams who provide support to all students, including support for external and postgraduate students.

myMurdoch Advice

At myMurdoch Advice we'll help you get the most out of your university experience and give you valuable guidance for your studies and wellbeing.

Our friendly and knowledgeable team of Student Success Advisors and Peer Academic Coaches offer personalised advice on your studies, academic skills, English language support, getting the most out of university life and much more.

Dedicated international student specialists are available at each location. You can find them by following the 'International Student Advice' signs.

Find us in 4 locations and online

- » West: 453.1.001, 8.30am - 4.30pm*
3 non-teaching weeks
- » Library: 350.3.001, 8.30am - 7.00pm*
2 exam weeks
- » East: 247.1.001, 8.30am - 4.30pm*
- » Mandurah: Building 100, 8.30am - 4.30pm*

Online: murdoch.edu.au/MyMurdochAdvice
Email: advice@murdoch.edu.au

*weekdays

Specialist Advice

At myMurdoch Advice you can get most questions answered on the spot, but if you need specialist help we can arrange a follow-up appointment with one of our expert teams:

Medical Service

Medical treatment and health advice for all students from qualified and experienced doctors and nurses.

www.murdoch.edu.au/Medical

Counselling Service

Confidential support for a wide range of personal, psychological and study-related issues.

www.murdoch.edu.au/Counselling/

Equity and Social Inclusion

Support for all students with disabilities and/or medical conditions, as well as information and support for students identifying as LGBTQI2+.

murdoch.edu.au/EquitySocialInclusion

Careers and Employment Centre

Initiatives and resources that facilitate career development for all years of study.

murdoch.edu.au/CareersCentre

Kulbardi

Help and support for Aboriginal and Torres Strait Islander students.

www.murdoch.edu.au/Kulbardi

Guild

The Guild provides advocacy, support and service for all Murdoch students.

www.murdochguild.com.au

Admin and IT support

Do you need advice with administrative, library or IT matters?

You can search for an answer or browse popular links online through MyAnswers: murdoch.edu.au/MyAnswers

The Student Centre

You can contact the Student Centre for administrative support including information on fees, parking permits, enrolment and class sign up, ID cards, requests for academic transcripts and general course information.

www.murdoch.edu.au/contact-us

Library

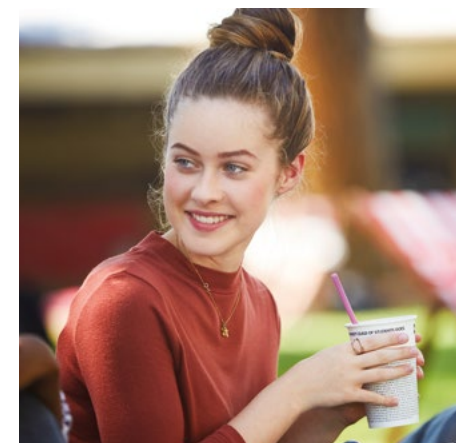
At our campus libraries you'll find help with seeking resources for assignments, unit readings, booking study spaces, and more.

www.murdoch.edu.au/library

Information Technology support

The IT Service Desk can help with computer, printing, internet and log-in issues.

murdoch.edu.au/StudentITSupport



Advice for external students

Students studying externally do not attend classes on campus. Instead, teaching and discussion with other students occurs through the online Learning Management System (LMS).

Benefits of studying externally

Studying externally (online) provides a more flexible mode of learning. Students have the benefit of listening to lectures, engaging in discussion with other students, and studying at a time that suits them. Studying externally suits students who may live remotely, have chronic disabilities, and/or have work commitments, families, or other responsibilities. Students can choose to study all of their units online, or study a mixture of internal and external units in the same semester.

Please note: International students should contact The Student Centre to enquire about enrolling in units offered externally to ensure they don't breach student visa and/or sponsorship conditions.

Students who study externally and live nearby are welcome to attend lectures and events on campus. If you would like to attend other classes, you need to contact your Unit Coordinator to seek their permission.

It is important to keep in mind that studying externally is just as demanding as studying on campus. Internal and external students generally have the same assessments, so you will need to be organised, self-motivated, and disciplined.

Access to the internet

All students, regardless of their location or mode of study, will need access to a computer with internet browsing capability and a connection to the internet via broadband (cable, ADSL or mobile) or wireless.

The internet connection should be readily available and allow large amounts of data to be streamed or downloaded (approximately 100MB per lecture recording). Students also need to be able to enter into online discussions and submit assignments online.

Using the Library

As an external student at Murdoch University, you are eligible to use:

- » Findit - Search and access online books and journal articles
- » Databases - Find subject-specific journals and articles
- » My Unit Readings - Access your unit readings
- » Ask A Librarian - For help with your research.

To find more information about using the library as an external student, visit murdoch.edu.au/ExternalStudentServices



EXTERNAL

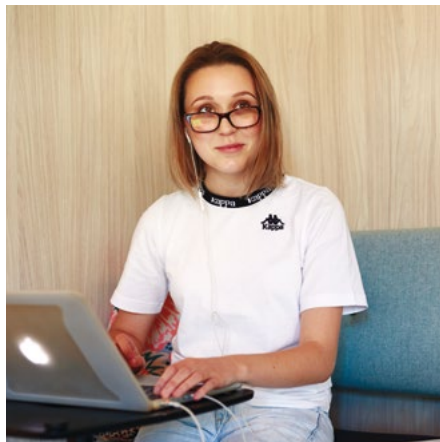
Advice for external students

(continued)

Exams

If you are enrolled externally, your exam location is determined by your postal address. If you do not reside at your postal address, please email the Exams Office at exams@murdoch.edu.au with your new location before the end of week 12 for normal semester exams, or at least 10 business days prior to the start of the exam period for all other exam periods.

Further information about external exams can be found online at murdoch.edu.au/Examinations



On-campus intensives

For some units, particularly science units, external students must attend compulsory on-campus laboratory sessions or placements. These labs are 'intensive' over two to four days, or up to two weeks depending on the unit. During this time, you are expected to come to Perth and study on campus.

Certain units may also require you to attend practicums on campus or at another location, undertake work experience, conduct research, or complete fieldwork.

It is important to plan ahead if your units have intensives. Lock these dates in your schedule so you can organise things such as time off work and transport ahead of time.

For more information about on-campus intensive components, refer to the Handbook under the 'timetabled learning activities' or contact the Unit Coordinator.

On-campus accommodation for short-term stays

The Murdoch University Village provides affordable self-catered accommodation for short stays, which is a great option if you need to stay close to Perth campus for your intensive study component.

Visit their website for more information www.mystudentvillage.com/au/murdoch-university-village/short-stays

Additional information for postgraduate students

Postgraduate study requires specialised support, and Murdoch University offers specialised support to help students advance their academic and research skills.

myMurdoch Advice

There is a wide range of support available for postgraduate students, including consultations, workshops and seminars. Visit a myMurdoch Advice location on campus or email advice@murdoch.edu.au to find out more.

Murdoch University Postgraduate Student Association (MUPSA)

The Murdoch University Postgraduate Student Association (MUPSA) is an association of the Murdoch University Guild of Students. MUPSA is dedicated to representing postgraduates, their needs and their interests on campus. More information about MUPSA services can be found at www.murdochguild.com.au/mupsa/

Guild Postgraduate Student Assist Officer

The Guild has a dedicated Postgraduate Assist officer who provides advice and advocacy to all postgraduate students on all aspects of their studies, including searching for scholarships. Email postgrad.assist@the-guild.com.au for more information.



POSTGRADUATE



Key academic contacts

Below you can find a list of the key academic staff you will need to know as a Murdoch student.

Useful people

Academic Chair

Academic Chairs are senior academics who are responsible for a particular course, major, co-major or minor. They can provide detailed course advice and may approve course variations, late enrolment into units, and course transfer applications. It is a good idea to get to know your Academic Chair; they can often provide career advice and may even introduce you to networks in your field of study. Contact your Academic Chair by email murdoch.edu.au/AcademicContacts

Tutor

Tutors facilitate classes (workshops, tutorials and/or labs) and provide guidance on your assignments. Your tutor is your first point of contact for any questions you have about the unit. They also mark your assessments. You will be assigned a tutor for each unit you are enrolled in, regardless of whether you are enrolled internally or externally. Your tutor will provide their contact details usually during the first class. If you are going to be absent or late for a class, please email your tutor to let them know. If you do not know who your tutor is, or do not have their contact details, you may contact the Unit Coordinator.

Unit Coordinator

Unit Coordinators are responsible for the design and delivery of a specific unit. They manage the content and assessments in the unit(s) they coordinate. Your Unit Coordinator is often your lecturer and on occasion, may also be your tutor.

If you have questions about the content or assessments in your units, or need approval for late enrolment into a unit, you can contact your Unit Coordinator by email. If you have an issue with the unit or your tutor, you are welcome to discuss this with the Unit Coordinator. To find your Unit Coordinator's contact details, look in your Unit Guide or type in the unit code in the online Handbook.

Supervisor

Students enrolled in courses with a research component will be assigned a supervisor. Your supervisor will typically specialise in an area related to your research. They normally approve your topic, and support your research. Honours students normally arrange their own supervisor before studies begin. For more information about Honours, visit murdoch.edu.au/HonoursStudiesGuide

UNI SPEAK



Important dates

There are a number of important dates to keep in mind before, during, and after each semester.

Semester Dates

The Academic Calendar and the list of key dates and deadlines include all the important dates and deadlines for the academic year. They are there to help you plan your semester, trimester and year. Both of the links include important information about enrolment deadlines, assessment (exam) periods, public holidays, when fees are due, study and semester breaks.

Academic Year Calendars
murdoch.edu.au/AcademicCalendars

Key Dates and Deadlines
murdoch.edu.au/DatesDeadlines

Structure of a semester

A typical semester is 17 weeks long, consisting of:

- » 12 teaching weeks
- » 3 non-teaching weeks
- » 2 exam weeks

Last day to enrol in units

Students have until Friday of week two to add or change units. Some units restrict enrolment up to week one only. Please keep in mind that if you add a unit after semester has started, you are required to catch up on any missed teachings, readings, and activities missed.

Census date

Census date is the last day to withdraw from a unit without incurring fees. Units that are offered in other teaching periods have different census dates. For more information about census dates and teaching periods visit murdoch.edu.au/TeachingPeriodsCensusDates.

Last day to withdraw from units without academic penalty

For units that run in the S1 or S2 teaching periods, students have until Friday of week 12 to withdraw without incurring a fail grade on their academic record. Units that are offered in other teaching periods have different deadlines.

Support

If you are considering withdrawing from a unit, please contact a Student Success Advisor at a myMurdoch Advice location or at advice@murdoch.edu.au so they can help you with your options.

Important contact details

General help		
Campus Security/Emergency	Perth campus	9360 7333
	Mandurah campus	9582 5555
	Rockingham campus	9553 7333
Careers and Employment Centre		9360 2596
Counselling	Perth campus	9360 1227
	Mandurah campus	9582 5501
Equity and Social Inclusion		9360 6084
Guild Second Hand Bookshop		9360 6776
IT Service Desk (computer problems including MyMurdoch)		9360 2000
Library		9360 2563
Lost Property		9360 6262
Medical Service		9360 2293
Murdoch University Bookshop	Perth campus	9360 2540
	Mandurah campus	9582 5501
Murdoch University Guild		9360 2158
Murdoch University Village		6262 1130
The Student Centre		1300 687 3624

Getting help from family and friends

Your family and friends may need a little help to adjust to your new life as a university student, especially if you are the first person in your family to go to university. It is important to communicate your study needs and let them know how they can help.

Study workload

Although you may only attend a few lectures and tutorials per week, there is a lot of study required outside of these hours. Use the '10 hours of study per unit each week' guideline to help your friends and family understand your workload. It may also help to create a weekly timetable of your study commitments and share this with your family and friends.

Space to study

It is important to have a quiet place to study. You can ask your family and friends to respect the boundaries of this space when you are studying at home and let them know how activities and noise in the house will affect your ability to study. If it is not possible to create a study space at home, consider using one of the Murdoch campus libraries or quiet café where you can be comfortable and productive.

Healthy habits

Healthy habits are very important for study, and family and friends can help you stay on track. Regular and healthy meals, study breaks and exercise can make a big difference in productivity. Ask your family and friends to keep you on check with healthy habits, especially if they notice you are feeling stressed or overwhelmed.

Availability

University study is going to take up a lot of your time, which means you will most likely not be as available as you once were. Communicate to your family and friends that study is a priority and share your study timetable to help them understand the pressures you are under. It is still important to spend quality time with your family and friends, so try to schedule time into your week to spend quality time together. It may help to combine this time with healthy habits like going for a walk or cooking healthy meals together.

Keeping happy

Your family and friends are in the perfect position to look out for your mental health when you are studying. Ask them to let you know if they notice any changes in your mood or outlook. It is a good idea to share the details of the university support services so they can remind you to get in contact if you are going through a challenging period.

FAMILY AND FRIENDS





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Disclaimer

The information contained in this publication was correct as at May 2019, but is subject to amendment without notice. The University reserves the right to cancel, without notice, any units or courses if the number of students enrolled in these falls below limits set by the University.

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Murdoch New Student Guide



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