

# On-Campus Student Handbook

Perth | Melbourne

[www.eit.edu.au](http://www.eit.edu.au)

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# About the Engineering Institute of Technology (EIT)

The Engineering Institute of Technology is one of the only institutes in the world specialising in engineering.

We deliver industry focused short courses, diplomas, undergraduate and graduate certificates, graduate diplomas, bachelor's and master's degrees, and a Doctor of Engineering to students from over 140 countries. Accredited as both an RTO and Australian Institute of Higher Education Provider, EIT's on-campus and online programs are delivered via a unique delivery mode that makes use of industry-based expert lecturers and state-of-the-art online technologies such as hands-on remote and virtual labs, simulation software and live stream web and video conferencing.

EIT is a private Registered Training Organization, an Institute of Higher Education Provider and a registered CRICOS provider.

- › RTO Provider Number 51971
- › Institute of Higher Education Provider Number PRV14008
- › CRICOS Provider Code 03567C

## Why study with EIT?

### Engineering Specialists

We are one of the only institutes in the world specializing in Engineering. We deliver industry-focused professional certificates, diplomas, advanced diplomas, undergraduate and graduate certificates, graduate diplomas, bachelor's and master's degrees, and a Doctor of Engineering to students from over 140 countries.

### Industry Oriented Programs

Our programs are designed by an international body of industry experts, ensuring you graduate with cutting-edge skills that are valued by employers around the world. Our program content will remain current with rapidly changing technology and industry developments.

### Industry Experienced Lecturers

Our lecturers are highly experienced engineers and subject specialists with applied knowledge. One of these practitioners has most likely tackled challenges similar to those that you might face in the workplace. The technologies employed by EIT, both online and on-campus, enable us to source our lecturers from a large, global pool of expertise.

### World-Class Australian Accredited Education

Our vocational programs and higher education degrees are registered and accredited by the Australian Government. We have programs that are also recognized under three international engineering accords. Together with our sister organization IDC Technologies, we have trained over 500,000 engineers, technicians, and technologists globally over the last 30 years.

### Unique Delivery Model

We deliver our online and on-campus programs via a unique methodology that makes use of live and interactive tutorials, an international pool of expert lecturers, dedicated learning support officers, and state-of-the-art technologies such as hands-on workshops, remote laboratories, and simulation software. Our supportive blended learning model allows you to advance your technical knowledge and remain engaged in your studies, while forming global networks and balancing life and work commitments.





## Lecturers

View detailed information and bios on our [lecturers](#).

## Accreditation

EIT is an Australian government accredited Institute of Higher Education Provider and a registered CRICOS provider. (Institute of Higher Education Provider Number PRV14008 and CRICOS Provider Code 03567C). We have programs that are also recognized under three international engineering accords. View further detail information about EIT's [accreditation](#).

## Contacts

We welcome contact from our students. If you would like access to any of your course records or require any assistance please do not hesitate to call or email the Higher Education team.

**Higher Education Support**  
[hesupport@eit.edu.au](mailto:hesupport@eit.edu.au)

**Student Services**  
[student.services@eit.edu.au](mailto:student.services@eit.edu.au)

We understand that students may, at times; feel isolated and a little alone, so please stay in touch.



# Course Delivery

## Presentation Format

Classroom live tutorials classes will be set up for the lecturer, who will either be on campus or online. The live tutorial will include exercises and class discussion on that weeks specific topic. It encourages students to engage in conversation with the lecturer who is has vast experience within the industry.

For each unit, students will receive readings, slides and various other information (which will be delivered in electronic format through EIT's Learning Management System) in advance of the classroom sessions. There will be coursework or problems to be submitted and there will be practical exercises, computer labs, simulation software, remote/virtual and local equipment labs that can be accessed easily on campus, from home, or the office. Students will have ongoing support from Learning Support Officers and Lecturers.

## Time Commitment for the Course

Classes are delivered over 2 semesters per year and students are required to attend classes on-campus each week. Attendance for on-campus sessions and any timed assessments is compulsory. There are short breaks in the middle of the semester, and an extended break at the end of the year.

Classroom sessions run Monday through Friday between 8.00am – 4:30pm. Timetables will be released to students prior to each semester.

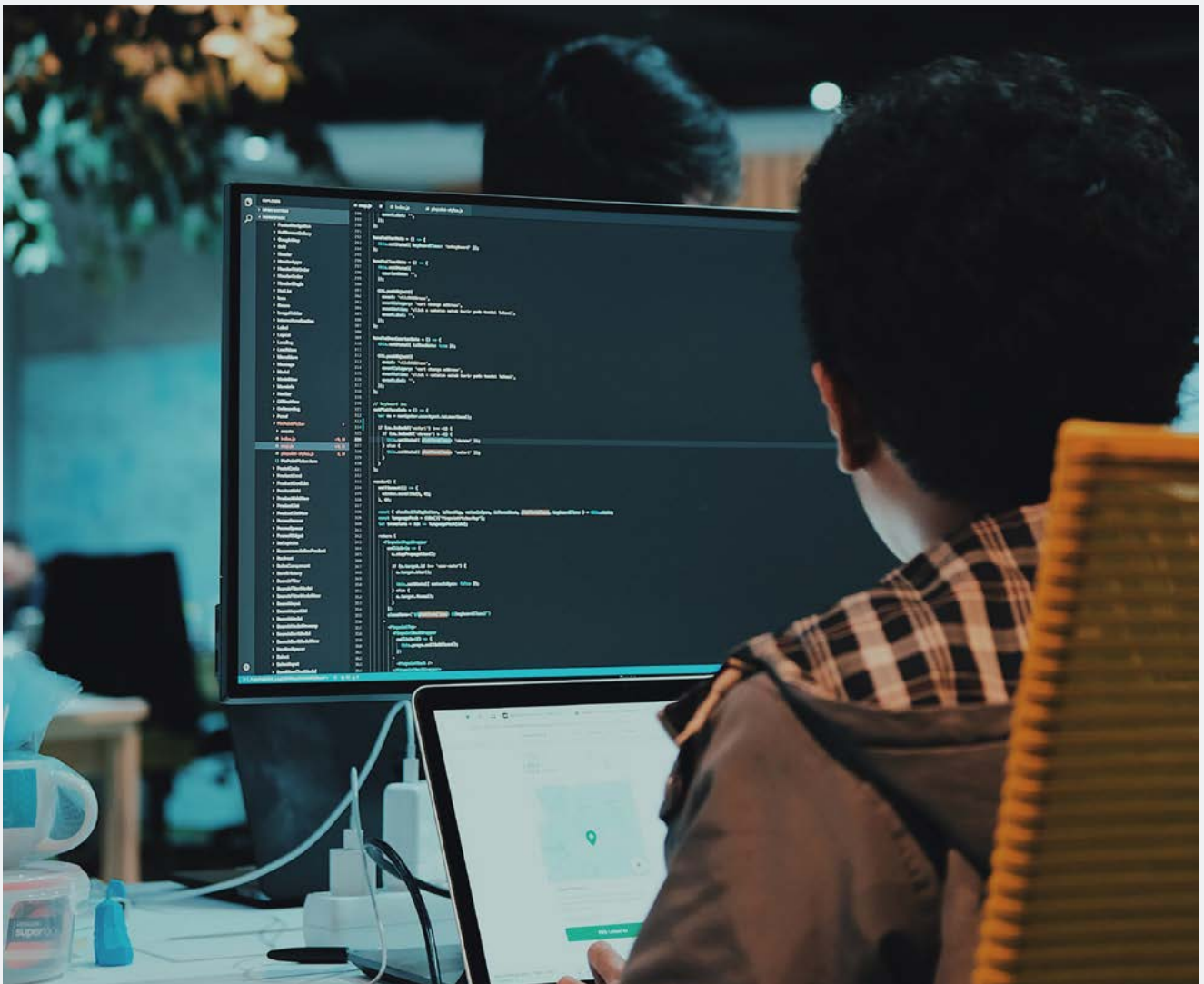
Students completing a program on campus are required to comply with the required workload and study hours per semester. Students studying in Australia on a student visa must maintain full-time enrollment at all times as a condition of their visa.

# Hardware & Software Requirements

Students will be required to **provide their own laptops** whilst studying on campus. You will be provided with all the necessary software for practical exercises, remote labs and assessments. Wi-Fi will be available on-campus and we strongly recommend that students arrange access to an internet connection outside classroom session hours, either through purchase, public library access or other arrangements, in order to continue with personal study and assessment work.

## You will need:

- › **Operating system:** Windows 7 or higher (Windows 10 recommended); or macOS 10.12 or higher (recommended)
- › **Storage:** A minimum of 4GB memory (RAM), and a minimum of 20GB of spare disk space is recommended
- › **Processor:** 1.5Ghz or higher, 2 cores or higher
- › Internet access with at least 5Mbps download and upload speeds
- › A valid personal email address
- › Speakers and a microphone (can be built-in)
- › A webcam that can recognize your face for invigilated exams
- › An up-to-date web browser





# Practical Exercises, Labs & Assessments

## Facilities Available

Students will participate in lab practicals using a combination of physical laboratories, remote/virtual laboratories and simulation software, to ensure they receive the required hands-on experience. Hands-on work and laboratory practicals are an essential component of EIT's various undergraduate and postgraduate programs. EIT provides lab facilities to both on-campus and online students. These facilities offer students access to lab computers, industrial equipment, professional simulation and analysis software.

## Software

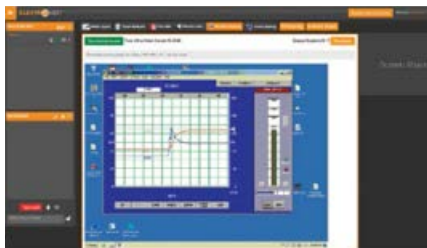
The computer and equipment labs consist of around 20 computers, all fitted with relevant software and hardware. The installed software packages allow for various simulations, calculations and analysis activities to be performed.

## Hardware

The hardware equipment connected to most of the computers, both industrial and educational, allows students to perform real implementation of engineering activities by interfacing the computers, software and simulators to real-world hardware.

## Example Labs

### Instrumentation & Control



- › Control Valves
- › PID Control (Process control)
- › Loop Tuning
- › Advanced Process Control
- › PLC Planning

### Data Communication



- › DeviceNet
- › Modbus RTU & Serial & (ASCII)
- › Modbus TCP
- › RS232 Basics
- › RS485 Basics

### Industrial IT & ICT



- › Website Infrastructure & Creation
- › C++ Development
- › SQL Development
- › Windows Servers
- › PC Troubleshooting

### Electrical Engineering



- › Motor Protection
- › Renewable Energy, PV's, wind & Renewable Plant Sizings
- › Electrical Drawings
- › Basic Electrical virtual labs
- › Basic Electrical Measurements

### Electrical Engineering



- › Microcontrollers
- › PICAXE
- › PCB's
- › Electronic Simulations
- › DSP

### Mechanical Engineering



- › Plant Layout & Piping Design
- › Mechanical Drawings
- › Material Science
- › Pneumatic System Design
- › Hydraulic System Design

## Lab Usage

Students have the opportunity to access the computer labs directly from the lab area on-campus, or via remote online connections. This allows students and lecturers to use the local or remote labs during scheduled classroom sessions, outside of classroom sessions, or after hours via remote online access.

Students would generally be tasked to access a computer running the required software, run a few simulations as required, and if needed, connect the equipment and implement the simulations on real hardware. Practical Lab Assessments would likely be individual, group work, or invigilated, requiring students to take screenshots of their work, take photos of hardware implementations, complete typed assignments, and submit these assessments via Moodle.



# Entry Requirements

Please review our [entry requirements](#) for on-campus programs.

# Course Fees

## Non-Tuition Fees

Your tuition [fees](#) include all tuition, access to extensive technical libraries, program materials and software, plus grading and support from the Learning Support Officers and Lecturers. The following **additional non-tuition fees** may apply:

<b>Direct Application Fee</b>	If you are an on-campus student and are not using an agent, a non-refundable \$100 fee will be charged and must be paid for prior to application assessment.
<b>Administration Fee</b>	A non-refundable \$250 administration fee will be charged to all on-campus students and will be included on the invoice which accompanies the unconditional (full) offer letter. This is payable prior to CoE issuance.
<b>Late Payment Fee</b>	If you do not pay your tuition fees by the due date a \$200 late payment fee may be applied.
<b>RPL Assessment Fee</b>	A non-refundable \$300 will be charged for all RPL assessments.
<b>Request for Official Documents</b>	A non-refundable \$75 fee will be charged to produce official documents. e.g. Record of Results.
<b>Resource Fees</b>	\$100 - \$200 per unit. E.g. Books.

## Fee Refund Policy

For detailed information on EIT's Fee Refund Policy please review our [policies](#).



# Moodle - Learning Management System

## Introduction

Our Learning Management System, Moodle, is your student portal and platform to access your unit materials; timetable; receive and submit assessments; complete exams; locate key dates; use forums; chat facilities; library, and find other technology platforms associated with your program of study.

You will have a unique username and password issued to you. Only you, the Lecturers and Learning Support Officer will be able to access your details and grades. You will be provided course details in your Orientation Session.

*Please note - you will be required to check Moodle frequently for any new resources, updates and class schedule changes. It is your responsibility to check your Moodle account for new information. Your Lecturers will also provide any important information during classroom sessions.*

## Privacy Statements

EIT will set up a profile in Moodle for all students. EIT is not permitted to share any contact or personal information without permission. Students are able to edit profiles and share more information with fellow students at their own risk. EIT strongly recommends that students do not share physical addresses or personal information not related to the course.

## Inappropriate Content

Moodle is intended for course related information only. EIT expects students will not post any inappropriate content, including:

- › Inappropriate language
- › Content which is indecent, inflammatory or pornographic
- › Defamatory comments
- › Confidential information
- › Commercial messages or advertising material
- › Posting copyright content without permission of the owner

Please bear in mind that this is not an exhaustive list and students should exercise careful judgment before submitting any content. EIT will be monitoring the Moodle site. EIT does have the right to remove offending posts and disable users if the need arises.

Students can report any offensive content by emailing [hesupport@eit.edu.au](mailto:hesupport@eit.edu.au).



# Academic Honesty

An objective of the Engineering Institute of Technology (EIT) is to produce ethically and socially aware graduates, capable of applying the skills and knowledge they have developed at EIT to all aspects of their lives. Academic dishonesty undermines the integrity of EIT's academic awards and assessment processes, and damages EIT's reputation. It also reduces the effectiveness of a student's time at EIT.

EIT demonstrates its commitment to these values by awarding due credit for honestly conducted scholarly work, and by penalizing academic dishonesty and all forms of cheating. As with any academic course plagiarism and referencing omissions are regarded very seriously.

The use of plagiarism detection software is a tool used to identify possible plagiarism. In addition, the professional judgment of the academic staff assists in determining whether or not an assignment submission has been plagiarized.

Where plagiarism is detected, however, penalties will be applied. For further details refer to EIT's [Academic Honesty and Misconduct Policy](#) available on the EIT website.

Students are required to declare that the assignments that they submit during the course will be wholly their own work, and that no part of the work will be:

- › copied by manual or electronic means from any work produced by any other person(s),
- › produced by several students working together as a team,
- › produced by automatic tools or aids,
- › modified to contain falsified program output,
- › or copied from any other source including web sites (except where directly authorized by the lecturer).

They must understand that penalties will apply for submitting work which is not wholly their own, or distributing their work to other students as outlined in EIT's policies and procedures.



# EIT Student Values

## Student Values Statement

This EIT Student Values Statement applies to all students of EIT and aims to create an inclusive and safe learning environment for all learners and staff. Based on adult learning principles this involves the creation of a mutual agreement of respect between EIT personnel and all learners. At EIT we aim to create a learning environment for you that maximizes the opportunity to achieve the learning outcomes of this training program. You can expect these qualities of inclusiveness, professionalism and respect. We ask that you offer the same in return to us and your fellow learners.



### No idea, question or opinion is a silly one

Don't be afraid to ask questions, we are here to help you.



### Everyone is equal

No one is above anyone else; we are all here to learn.



### Have fun!

It is the fastest way to achieve and succeed in what you are doing.



# Application

## Application Portal and Forms

All students are required to complete an application via our application portal or by completing the appropriate application forms for the course they intend to study. Further details can be obtained by contacting a course advisor or agent.

## Recognition of Prior Learning/Credit

Students wishing to apply for exemptions or Recognised Prior Learning for specific units must complete the Recognition of Prior Learning Application and submit this together with their Application for Admission. Further details can be obtained by contacting a course advisor or agent.

Please read the [Credit and Recognition of Prior Learning Policy](#) carefully before submitting your RPL Application.

## English Language Proficiency

All students will need to meet EIT's English language requirements. Please see our [Admissions Policy](#) and the course entry requirements for more details.

## Additional Information Required by the Australian Government

All registered Higher Education providers in Australia are required to collect statistical information from students such as age, education level, indigenous status, disabilities and employment details. These sections are compulsory for all students, Australian or otherwise.

## EIT Admission Terms and Conditions

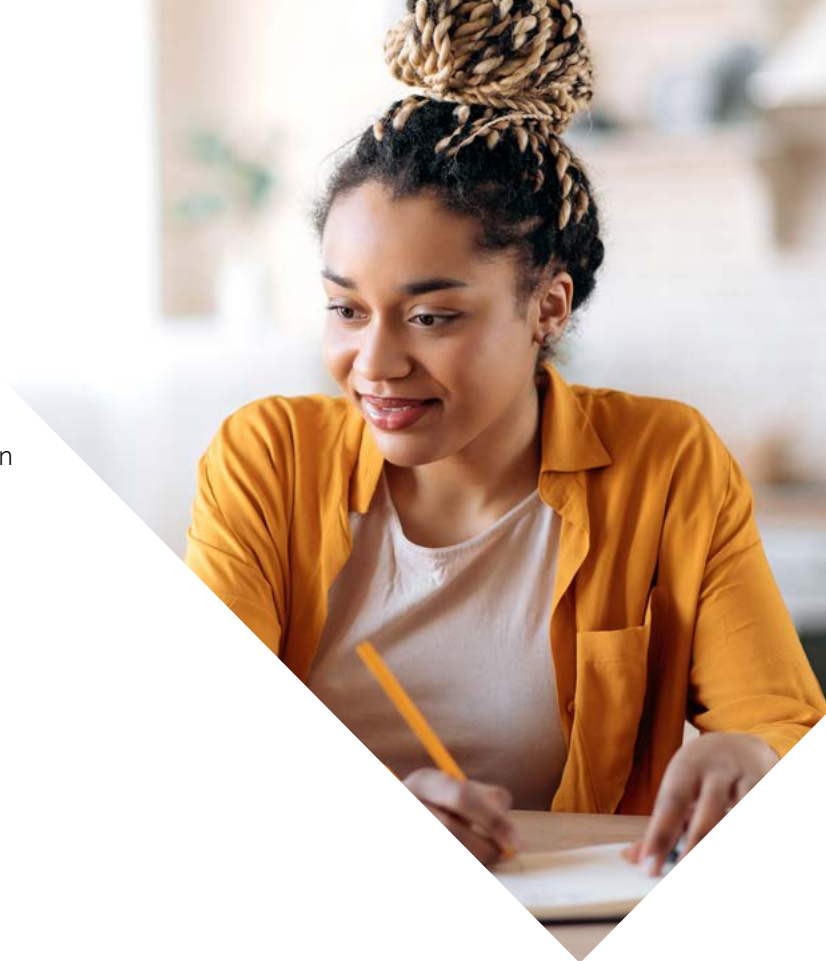
Before accepting our offer and enrolling to study at the Engineering Institute of Technology, please ensure that you carefully read and understand the terms and conditions. EIT's offer of a place is strictly subject to your acceptance of the terms and conditions outlined in your Letter of Offer.

# Policies and Procedures

Please view our current list of [policies and procedures](#).

# Course Directory

EIT offers awards in a growing array of engineering fields, including those listed below. For more information on the specific programs offered within each discipline visit our [website](#).



# Scholarships & Bursaries

EIT offer a range of partial scholarships for future and current students.

Visit our [website](#) to view the available scholarships and bursaries.

## Work Integrated Learning

Practical hands-on workshops, remote and virtual labs, and work integrated learning are essential components of the EIT Bachelor of Science and Master of Engineering programs.

At EIT, we are committed to providing all our on-campus students 240 hours of work integrated learning at no extra cost\*. This equates to a 6-week full-time internship or equivalent in part-time hours.

Your internship may be physical, virtual or a hybrid placement (a combination of an in-company placement and virtual placement). It will provide an outstanding opportunity to gain Australian experience in a professional organization relevant to your field of engineering and will improve your employability post completion of your degree.

The duration of your degree is not affected, which means that you can still complete your bachelor's degree in three years and your master's degree in two years.

**If you already have work experience in a relevant engineering field, you may apply for recognition of prior learning to meet this requirement.**



*\*Internships are conducted post the successful completion of the first year of your program. You must have passed (grade of 50% or more) all first-year units and have good financial standing. It is a prerequisite of graduation that EIT's on-campus bachelor's and master's students complete 240 hours of work integrated learning.*

# Student Representatives

EIT has two student representatives who actively communicate with all enrolled online and on campus students.

You can contact your Student representatives at any time through the specific forums on Moodle to provide them any concerns, issues or feedback, to be discussed with the EIT Higher Education staff.

If you are interested in becoming a student representative, please contact the Higher Education team at [hesuport@eit.edu.au](mailto:hesuport@eit.edu.au) to find out the eligibility.



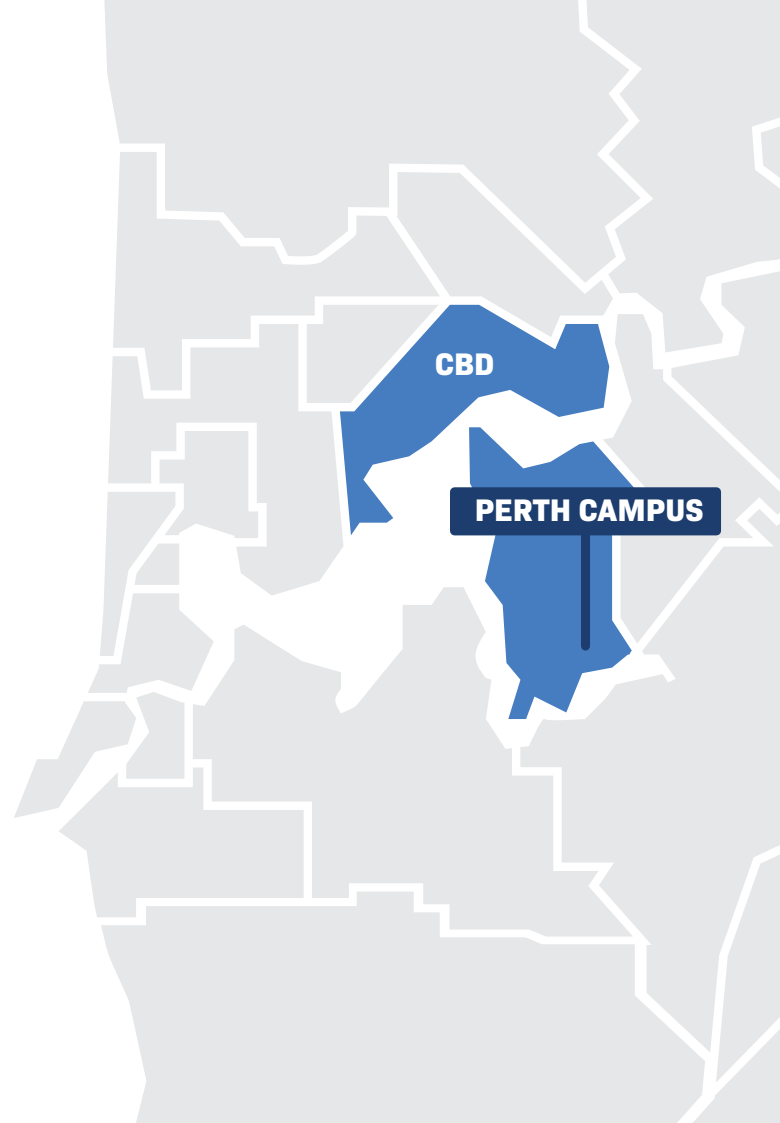


# Perth Campus

EIT's Perth campus is located in leafy, green Bentley. This area is known as an academic, innovation, enterprise, and technology hub.

The campus is situated approximately eight kilometers from Perth's city center, and it is close to convenient public transport services. Facilities available to students include:

- › Classrooms with internet access
- › Student support staff
- › Breakout areas
- › First Aid Room
- › Physical Library
- › Computer Laboratory
- › Hand on Workshop Laboratory



## Programs Available to Study in Perth

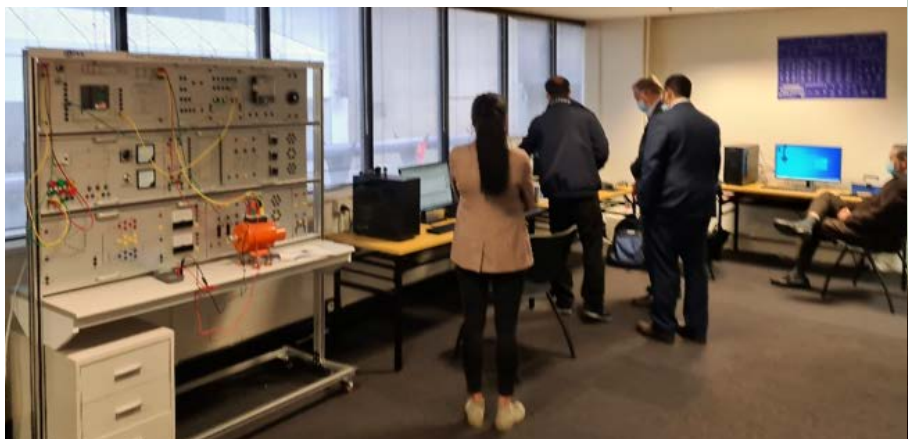
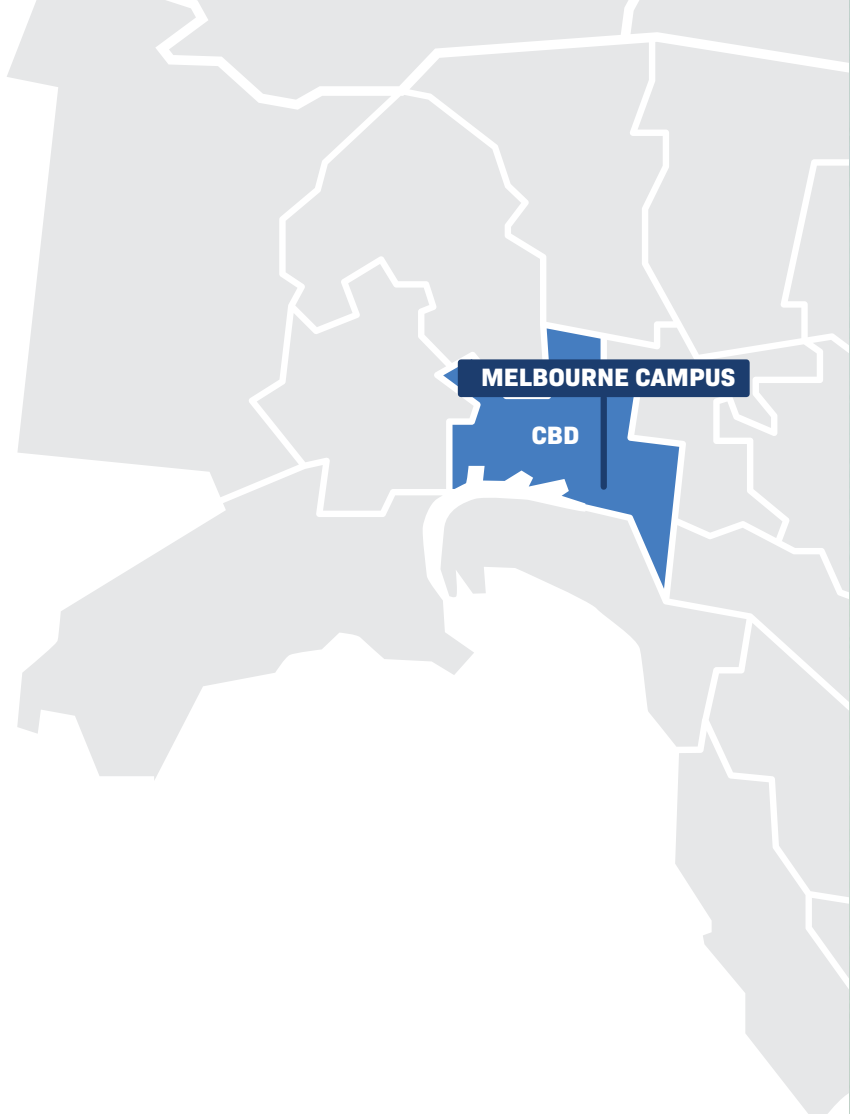
- › Bachelor of Science (Civil & Structural Engineering)
- › Bachelor of Science (Electrical Engineering)
- › Bachelor of Science (Industrial Automation Engineering)
- › Bachelor of Science (Mechanical Engineering)
- › Master of Engineering (Civil: Structural)
- › Master of Engineering (Electrical Systems)
- › Master of Engineering (Industrial Automation)
- › Master of Engineering (Mechanical)
- › Doctor of Engineering

# Melbourne Campus

EIT's Victorian Campus is located in the heart of Melbourne.

There is easy access to public transport services, plus it is close to restaurants, theaters, shopping, and sporting facilities. Facilities available to students include:

- › Classrooms with internet access
- › Student support staff
- › Breakout areas
- › First Aid Room
- › Physical Library



## Programs Available to Study in Melbourne

- › Master of Engineering (Civil: Structural)
- › Master of Engineering (Electrical Systems)
- › Master of Engineering (Industrial Automation)
- › Master of Engineering (Mechanical)
- › Doctor of Engineering



# Frequently Asked Questions





# On-Campus Courses

## How does it work?

Classroom live tutorials classes will be set up for the lecturer, who will either be on campus or online. The live tutorial will include exercises and class discussion on that weeks specific topic. Students will be required to attend classroom sessions Monday through Friday between 8am - 4:30pm. Timetables will be released prior to each semester.

Classes are delivered over 2 semesters per year and students are required to attend classes on-campus each week. Attendance for on-campus sessions and any timed assessments is compulsory. There are short breaks in the middle of a semester, and an extended break at the end of the year.

## How long is the course?

Master Degree courses are delivered on-campus for two years full-time. Bachelor Degree and Doctorate courses are delivered on-campus for three years full-time. You will have a short mid-semester break and extended breaks between semesters.

## As an international student, do I need a visa to study in Australia?

Most international students wanting to study in Australia require a student visa. Some other visa holders are also eligible to study as international students in Australia. Many students apply for a visa online. The visa application process can be complicated and for students from some countries it may be easier to use an [accredited education agent](#) to assist you with your application.

In order to apply for a visa you will need a valid passport, an electronic Confirmation of Enrollment (CoE) and any other documentation required by the Australian Department of Home Affairs. The process of applying for a student visa can take a long time. To ensure you can study at the time you choose, you must allow time for the processing of your application.

Additional information on student visas is available on the [Department of Home Affairs](#) website and the [Study Australia](#) website.

## Does EIT provide support to students?

We offer a range of personal and academic support services for on-campus students that are designed to help you get your studies off to a great start and foster your success through the duration of your program.





### **Learning Support Officers (LSOs)**

On-campus students need support, encouragement, and a go-to person. Our students are supported by dedicated Learning Support Officers (LSOs) for the duration of their studies, giving them a greater chance of success.

### **Student Services**

For our on-campus students, our Student Services team is committed to creating a supportive learning environment appropriate to the age, stage, background, and circumstances of our diverse student population. We encourage you to discuss your personal support needs prior to commencing a program and at any time throughout your studies. We deliver sensitive and respectful support for student wellbeing and provide a referral to other professionals where appropriate.

### **Academic Support**

Our unique dedicated lecturers and course coordinators provide academic guidance and support to you throughout your studies. Our lecturers are available for appointments during classroom contact hours and after class. Our class sizes are small to allow you to build rapport with lecturers and fellow students. This enables you to ask questions and seek clarity when needed. We also provide mathematics support and English language assistance.

### **Tech Support**

We provide assistance with information technology queries during normal business hours.

### **Orientation Program**

Each semester we conduct a comprehensive orientation week to welcome our new students - explore the campus, meet new friends, settle into campus life, and discover the full range of services and support available to you.

In acknowledgment of the challenges faced while studying overseas, we send our international students a pre-departure handbook that includes information on how to prepare for living and studying in Australia. Our orientation program also provides international students with detail of relevant Australian regulations, transport, health, banking, postal services, and available recreational activities. We offer free advice on locating appropriate and convenient home-stays, rental accommodation, and temporary short term lodgings such as hostels or serviced apartments.





## Where are the EIT campuses located?

EIT has two campuses. One in Perth, Western Australia and one in Melbourne, Victoria. Students can study our four Bachelor of Science degrees at our Perth campus and our four Master of Engineering degrees and our Doctorate of Engineering degree at both our Perth and Melbourne campuses.

### Perth Campus

EITs Perth campus is located in Bentley. This area is known as an academic, innovation, enterprise, and technology hub. The campus is situated approximately eight kilometers from Perth's city center, and it is close to convenient public transport services. Facilities available to students:

- › Classrooms and internet access
- › Student support team
- › Dedicated student breakout areas and library
- › Free Parking
- › Computer Laboratory
- › Hands on Workshop Laboratory

More informaton about studying in Perth [here](#).

## Melbourne Campus

EITs Victorian Campus is located in the heart of Melbourne. There is easy access to public transport services, plus it is close to restaurants, theatres, shopping, and sporting facilities. Facilities available to students:

- › Classrooms and internet access
- › Student support staff
- › Breakout areas
- › First Aid Room
- › Physical Library

More information about studying in Melbourne [here](#).

Please view further information about [living and studying at EIT in Australia](#).





# Tutorial Lectures

## What do live tutorial lectures involve?

Classroom live tutorial classes will be set up for the lecturer, who will either be on campus or online. The live tutorial will include exercises and class discussion on that weeks specific topic. It encourages students to engage in conversation with the lecturer who has vast experience within the industry. Students are required to attend these sessions on-campus.

## Will it be a live session?

Yes, the tutorial lectures are live and interactive. Students will be on-campus and guided by the on-campus or online lecturer.

## How long will the sessions be?

The sessions are 1 - 2 hours in duration.

## Can I talk to my lecture?

Communication with the lecturer is encouraged via microphone, drawing on the whiteboard or by typing in the chat box.



# Hardware and Software Requirements

## What do I need?

Students will be required to **provide their own laptops** whilst studying on campus. You will be provided with all the necessary software for practical exercises, remote labs and assessments. Wi-Fi will be available on-campus and we strongly recommend that students arrange access to an internet connection outside classroom session hours, either through purchase, public library access or other arrangements, in order to continue with personal study and assessment work.

## You will need:

- › **Operating system:** Windows 7 or higher (Windows 10 recommended); or macOS 10.12 or higher (recommended)
- › **Storage:** A minimum of 4GB memory (RAM), and a minimum of 20GB of spare disk space is recommended
- › **Processor:** 1.5Ghz or higher, 2 cores or higher
- › Internet access with at least 5Mbps download and upload speeds
- › A valid personal email address
- › Speakers and a microphone (can be built-in)
- › A webcam that can recognize your face for invigilated (online) exams
- › An up-to-date web browser

## Do I need headphones?

Headphones are recommended for sound quality and to avoid feedback through the microphone. Headphones are optional for live tutorials. Feedback or questions can be typed using the direct messaging tool. We recommend a microphone for optimum interactivity.

## Do I need any special software?

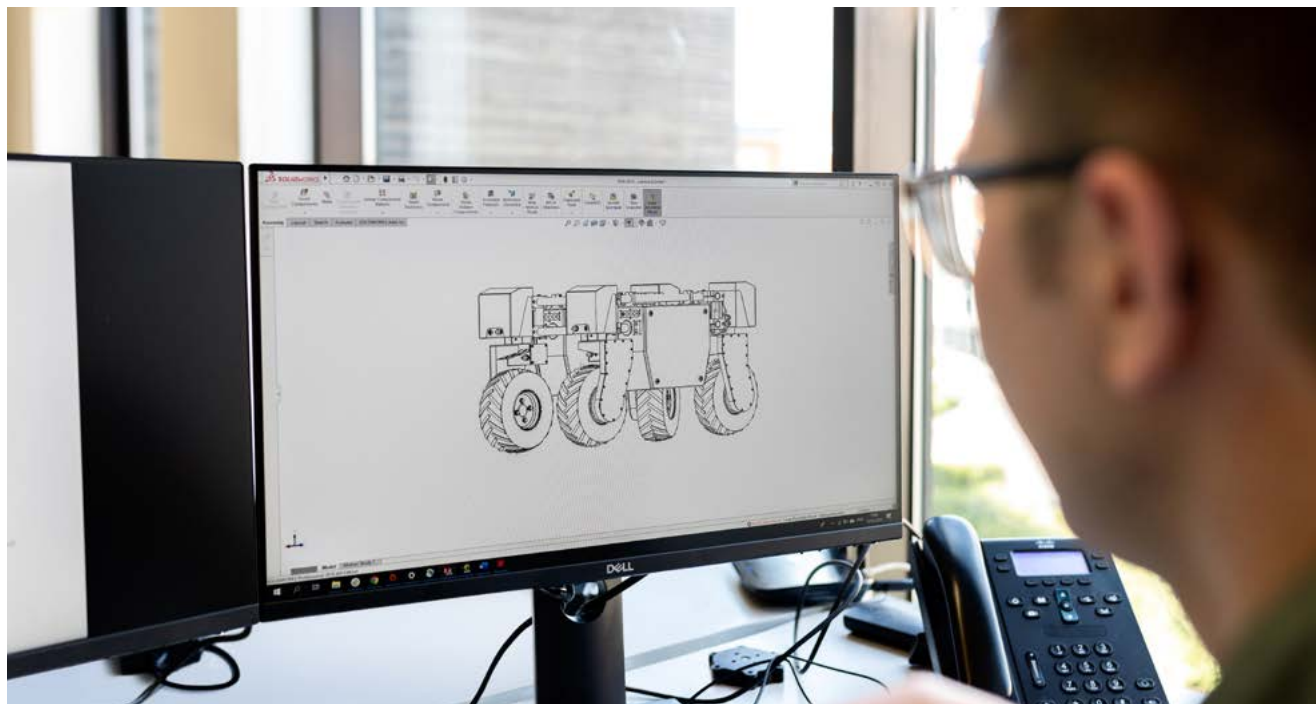
Yes. The necessary software and set-up instructions are available on commencement of the course.

## Who can assist me if I have technical difficulties with the software?

We ask that you install and test the software well before scheduled sessions. You may experience initial problems which we will work through to correct well beforehand.

## What level of computer skills do I need to have?

You need to have basic computer skills. Most problems are experienced during the initial setup of the software which EIT can initially provide technical support for on campus.



# General Assessment Details

## Is recognition of prior learning (RPL) available?

Yes, EIT may be able to give you credit for units where you can demonstrate substantial prior experience or educational background. An assessment fee of AU\$300 applies for each RPL application. If you wish to find out more please refer to our [Credit and Recognition of Prior Learning Policy](#).

## How will I be assessed and what do the assessments involve?

A series of assessments are completed during the course. To successfully graduate from the course students are required to submit assignments and receive the pass mark of 50% or more for each unit.

Assessments can take the form of (but are not limited to):

- › Multiple choice questions
- › Short answers
- › Quizzes
- › Reports
- › Case Studies
- › Exams
- › Individual
- › Group work
- › Presentations
- › Projects
- › Use of simulation software or remote/local laboratories

## What if I fail an assignment?

Students will be required to repeat units if they have failed. The standard unit tuition fee is applicable for any repeated units. Please refer to the [Assessment, Moderation and Student Progress Policy & Procedure](#).







# General Queries

## **How much does it cost?**

Please refer to the 'Course Fees' Section of the On-Campus Student Handbook or simply [contact your nearest office or email us](#) for a prompt reply. Payment options are available.

## **How can my performance be monitored?**

For most courses, progress can be monitored via our Learning Management System. Progress reports may be requested at any time. We will require your written permission to disclose your information to your employer.

## **If I am struggling to keep up with the workload can I get any extra help?**

Absolutely! We understand that furthering your education is a huge commitment. Lecturers, Student Services and Learning Support Officer are available on-campus by appointment or via email.

## **Do I have to start on the designated start date?**

Yes, the start dates are set and must be adhered to. View our [academic calendar and census dates](#).

## **If I don't understand something, am I able to contact the lecturer after class?**

Yes, the lecturer will be available for questions. Students can also contact lecturers via email.

## **What if I am unhappy with any part of my course?**

Please contact the Higher Education team at [hesupport@eit.edu.au](mailto:hesupport@eit.edu.au) immediately. We will work with you to address any issues and find a resolution.

**If you have any other queries, please contact your nearest [EIT office](#).**