

## Glossary & Terms of your Enrolment

Australia uses some terms you may not be familiar with. It is important to start to learn the Australian version of terms related to your academics.

Murdoch University also has specific terminology related to enrolment. Our information system is called 'MyInfo' and you will become very familiar with this system during your time at Murdoch.

Below are some of the more important terms to need to know:

Unit	a course, class or module
Course	a degree program or a major
Activities	components of a unit, such as lectures, tutorials or workshops
Enrolment	registration
Transcript	certificate showing record of studies
Internal	a unit that is offered 'traditionally' in the classroom
External	taking a unit online only
Semester 1 (S1)	February till June /Spring
Semester 2 (S2)	July (late or early August) to November/Fall

## FAQ's

### **Can I enrol in anything I like?**

Providing you meet the pre-requisites that are listed for an individual unit and the unit is offered as an internal unit at Murdoch the semester that you will be at Murdoch, yes you will be approved.

Generally speaking, the Student Mobility Officer (Inbound) will assess your requested units. If there is any question over whether you meet the unit's pre-requisites, the unit coordinator will be contacted. The unit coordinator's decision is final.

Please note that some units are only offered once a year, either in Semester 1 or Semester 2.

### **How many units can I take?**

Most students take 3-4 different classes (known as "units" at Murdoch). Each unit is worth 3 credit points each (some postgraduate units may be worth more).

While you can take up to four units, but many students take only three. This may seem like a lesser workload than what you are used to or what is normal at your home university, but please be assured, this is normal and standard at Murdoch University. Individual units are typically more difficult in Australia, thus students take fewer classes each semester. Please make sure you aware of any financial aid, scholarship or home university requirements in terms of how many ECTS/credit points you need to be enrolled in.



### **What if I want to take more than four units?**

You are allowed to do so. This is called 'over-enrolment'. However, while you are able to do this, it is not advised as typically students struggle with a high workload and cannot make the most of their time in Australia. You will need to seek approval from your home university to do so. You will also be subject to increased tuition fees if you enrol in more than 4 units.

We recommend you speak to your home university to see how many units you should complete and whether they will transfer back to your degree. Please keep in mind that university study in Australia requires extensive out of classroom work, and that it is important that you take units that match your background knowledge, to ensure you can make the most of your time in Australia and maintain an appropriate work-life balance.

### **When do I select my units?**

You should discuss what units you should take in your semester abroad with your home institution as soon as possible. Be sure to ask your home university if there are any credit approval/transfer forms at your home university which must be completed.

Our Student Mobility Officers can liaise with you regarding units available and whether you meet pre-requisites for any units you are interested in taking. Please email [rachel.taylor@murdoch.edu.au](mailto:rachel.taylor@murdoch.edu.au)

As soon as we receive your unit selection worksheet, we will immediately start to work on your enrolment. Our Student Mobility Officer (Inbound) will be in touch with you and confirm your enrolment via email.

You will not be officially enrolled into your selected units until you have formally accepted your offer, and in the case of Study Abroad students, paid your tuition fees.

Study Abroad & Exchange students cannot enrol themselves. Our Student Mobility Officer (Inbound) handles your enrolment manually. The Unit Selection Worksheet Form should be submitted along with all other application documents when you apply at Murdoch. If your form is not submitted at the time of your application, the Student Mobility Officer (Inbound) will get in touch following acceptance of your offer to Murdoch.

### **What are credit points?**

A credit point value is given to each Murdoch unit dependent on its rigor. Most units are worth 3 credit points (some postgraduate units may differ).

### **How many credit points can I take?**

As per your Offer of Admission, you must take between 9-12 credit points per semester. If you are enrolled in less than 9 points, you are not considered full-time and will thus be in violation of your student visa which requires you to be enrolled full-time.

### **What do the unit levels mean?**

Each unit at Murdoch is composed of three letter and three numbers, for example BUS224.

The first three letters show the School/study area and the three digits indicate the level as per below:

- 100 - 1st year
- 200 - 2nd year
- 300 - 3rd year
- 400 - 4th year
- 500 - 5th year
- 600 - 6th year
- 700 - Professional Doctorate
- 900 - Research Level

For instance, BUS224 - is a Business unit and level 200 (224) therefore a 2nd year unit.

Units higher than 300 level are postgraduate units. You might be allowed to take postgraduate units depending on your previous coursework at your home university. While it is possible to be approved to take these units, this is at the discretion of individual unit coordinators and will involve a heavy workload and an assumption that you meet all background knowledge requirements.

### **How can I find out what units are being offered?**

You can go to <http://handbook.murdoch.edu.au/units/> and use the search functions. Be sure to filter by 'Teaching Period' for 'S1' (Semester 1) or 'S2' for (Semester 2). Please refer to our 'Guide to finding units June 2017' document, which goes through this process step by step.

#### **Quick Tips:**

**1. Units are listed in unit code order and organised under the different Schools of Study.**

- For example, all "Business" units are grouped under the prefix of "BUS"

**2. Be sure to check the semester in which the units are offered. On the above link, in the "Enrolment Options" section you can filter by "Teaching Period"**

- Use "S1" for Semester 1 which is February to June/Spring
- Use "S2" for Semester 2 which is July to November/Fall

**3. Check the campus at which the unit is offered.**

In the "Enrolment Options" section of the above link, you can set the "Location" filter to "Murdoch" – this is the main Perth campus.



#### 4. Read the unit descriptions - do you meet the pre-requisites?

- If the unit has pre-requisites you will need to demonstrate how you meet these requirements. In some cases you may need to supply course descriptions of the units.
- If you do not meet Murdoch's prerequisites, you should choose an alternative unit.

#### How do I know my timetable?

Enrolling in your units is a two-part process at Murdoch. The first step is completing this form and including it in your application, or returning it to the Student Mobility Officer (Inbound). You will then be enrolled in 'units'. Close to the beginning of your semester, you will be contacted via email regarding class sign-ups.

When class sign-ups open, you must log in to the system with your MAIS login details (provided to you when you accept your Murdoch offer) and sign up for individual classes. These will be displayed as the following categories:

**LEC** = Lecture. These are not compulsory to attend (although of course you should be attending if you can!) and are recorded. Recordings are normally available 24 hours after. This is a large group, where the professor lectures on material. You must sign up for one lecture. They normally run a few hours once a week.

**TUT** = Tutorial, or in Aussie slang, tutes. These are very important and compulsory - attendance will be taken. Tutorials are a chance to engage with lecture material and discuss it in small groups.

**LAB** = Small groups, which again are compulsory.

**WS** = Workshop. A mixture of lectures and tutorials. Generally speaking, these are mandatory but this is at the discretion of each individual unit coordinator.

#### Can I change my selection?

Yes, you may change your selection at any time, even after you arrive and later during Orientation Week and Week 1 of classes. Simply email [rachel.taylor@murdoch.edu.au](mailto:rachel.taylor@murdoch.edu.au) to amend your selections.